



Arkansas Comprehensive Testing, Assessment, and Accountability Program

# **PRE-ASSESSMENT MEETING HANDBOOK**

**GRADE 11 LITERACY EXAMINATION**

**SPRING END-OF-COURSE EXAMINATIONS**

**AUGMENTED BENCHMARK EXAMINATIONS AT  
GRADES 3–8**

**THE IOWA TESTS<sup>®</sup> AT GRADES K–2 AND 9**

**2011**



# TABLE OF CONTENTS

## GENERAL INFORMATION

This Pre-Assessment Meeting Handbook .....	1
Overview of the ACTAAP.....	1
Overview of the Grade 11 Literacy Examination and the Spring End-of-Course Examinations.....	1
Overview of The Iowa Tests and the Augmented Benchmark Examinations .....	2

## NEW FOR SPRING 2011

New—Delivery of Non-secure Test Materials .....	3
New—Large Print and Braille Test Booklet Kits .....	3
New—Additional Material Orders .....	3
New—Placement of Student Labels on Answer Documents and Consumable Test Booklets.....	3
New—Student Not Tested Form .....	3
New—Return Materials Shipments.....	4
New—Return Verification .....	4
New—Subjects in Each Shipment (End-of-Course Examinations ONLY) .....	4

## IMPORTANT DATES

Schedule of Events for the Grade 11 Literacy Examination .....	5
Schedule of Events for The Iowa Tests and the Augmented Benchmark Examinations.....	5
Schedule of Events for the Spring End-of-Course Examinations .....	6

## GUIDELINES FOR STUDENTS TO BE TESTED

Students to be Tested .....	7
Disabled Students (P.L. 94-142).....	8
Limited English Proficient (LEP) Students .....	8
First-Year Limited English Proficient Students.....	8
Transfer Students.....	9
Foreign Exchange Students .....	9
Migrant Students .....	9
Highly Mobile Students.....	10
Alternative Learning Environment (ALE) .....	10

## STUDENTS NOT TESTED.....11

## STUDENT INFORMATION

Student Identification Numbers .....	12
Ethnicity Codes .....	12

## VERIFICATION AND CORRECTION OF STUDENT INFORMATION

Student Information from APSCN/TRIAND .....	13
Preliminary Demographic Verification Roster .....	14
Student Labels .....	14

## OVERVIEW OF MATERIALS

Inventorying Materials .....	16
Non-secure Test Materials .....	16
Secure Test Materials .....	19
Shipping Inventory Documents.....	20
Large Print and Braille Test Booklets.....	20
Transmittal Forms and Header Sheets.....	21
Test Administration Manuals for Grades K–2.....	21
Answer Documents .....	22
Test Booklets .....	22

## TABLE OF CONTENTS

Mathematics Rulers, Protractors, and Manipulatives .....	23
Mathematics Reference Sheets.....	23
<b>TESTING GUIDELINES AND SECURITY</b>	
Test Security Guidelines.....	24
Test Security Procedures .....	25
Test Security Affidavits .....	26
Test Booklet and Test Administration Manual Security Forms.....	27
Secure Procedures for Scratch Paper (Grades 1–2 ONLY).....	27
Transferring Materials from District to District .....	27
Materials Prohibited during Test Administration .....	28
Calculator Use and Restrictions .....	28
Reading of Mathematics, Writing, and Science .....	30
Transcription of Student Responses .....	30
Alerts .....	30
Test Administrator Guidelines.....	30
<b>2011 TESTING SESSION GUIDELINES AND SCHEDULE</b>	
Grade 11 Literacy Examination Testing Session Guidelines and Schedule.....	31
The Iowa Tests Testing Session Guidelines and Schedule .....	32
Augmented Benchmark Examinations Testing Session Guidelines and Schedule .....	33
End-of-Course Examinations Testing Session Guidelines and Schedule.....	36
<b>PROCEDURES FOLLOWING TEST ADMINISTRATION</b>	
Completing the “Teacher Use Only” Box .....	37
Returning Test Materials to the School Test Coordinator .....	44
Instructions for the Return of Scoreable Materials .....	45
Instructions for the Return of Nonscoreable Materials .....	46
<b>ACTAAP AND THE IOWA TESTS® CONTACTS .....</b>	<b>47</b>
<b>SAMPLES</b>	
Sample District Packing List.....	48
Sample Shipment Summary List.....	49
Sample Box Content List .....	50
Sample Secure Materials Report .....	51
Sample Affidavit 1—District Level Test Security Form .....	52
Sample Affidavit 2—School Level Test Security Form .....	53
Sample Affidavit 3—Test Administrator Security Form .....	54
Sample Affidavit Waiver Form for Providing an Approved Accommodation .....	55
Sample Test Booklet Security Form.....	56
Sample Secure Material Transfer Form.....	57
Sample Preliminary Demographic Verification Roster .....	58
Sample Answer Document Demographic Page.....	59
Sample Student Not Tested Form.....	60
Sample School/Grade Header Sheet.....	61
Sample Classroom/Group Information Sheet.....	62
Sample Answer Document Transmittal Form .....	63
Sample Scoreable Materials Return Verification Form .....	64
Sample Nonscoreable Materials Return Verification Form.....	65
<b>QUESTIONS REGARDING THE CRT COMPONENT OF ACTAAP .....</b>	<b>66</b>

## GENERAL INFORMATION

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### THIS PRE-ASSESSMENT MEETING HANDBOOK

The purpose of this handbook is to provide district personnel with an overview of upcoming events for the Arkansas Comprehensive Testing, Assessment, and Accountability Program (ACTAAP). This handbook provides general information about the goals and components of the ACTAAP, focusing on the testing schedule and information related to the administration of the Grade 11 Literacy Examination; the Algebra I, Geometry, and Biology Spring End-of-Course Examinations; the Augmented Benchmark Examinations at grades 3–8; and The Iowa Tests® at grades K–2 and 9.

### OVERVIEW OF THE ACTAAP

The goals for the ACTAAP are

- to improve classroom instruction and learning;
- to support public accountability by exemplifying expected achievement levels and reporting on student and school performance;
- to provide program evaluation data;
- to assist policymakers in decision-making.

As the ACTAAP continues to evolve, it will offer

- performance assessment of the core concepts, basic application of thinking skills, and problem-solving skills as defined by the *Arkansas Curriculum Frameworks*;
- a variety of testing and assessment models, including portfolio assessment and performance tasks, which should encourage greater teacher involvement in the assessment process.

### OVERVIEW OF THE GRADE 11 LITERACY EXAMINATION AND THE SPRING END-OF-COURSE EXAMINATIONS

The Arkansas Department of Education (ADE) has contracted with Questar Assessment, Inc. (Questar) for the design and development of testing items and the production, distribution, collection, and scoring of assessment materials for the Grade 11 Literacy Examination and the End-of-Course Examinations. These materials and procedures are currently developed under the direction of the ADE and advisory committees made up of content experts and educators from the state of Arkansas.

All students in grade 11 are required to take the Grade 11 Literacy Examination. All students who will complete Algebra I or the equivalent, Geometry or the equivalent, or Biology for high school graduation credit at the end of the spring semester will take the Algebra I, Geometry, or Biology End-of-Course Examination in the spring. Any student who was in grade 9 or below during the 2009–2010 school year, who did not score at the *Pass* level on one or two previous Algebra I End-of-Course Examinations and has completed remediation according to his/her Individualized Academic Improvement Plan (IAIP) is also eligible to retest on the Spring Algebra I End-of-Course Examination. See page 38 for information regarding requirements for retesting students in Algebra I.

The Grade 11 Literacy Examination assesses student performance in reading and writing. The End-of-Course Examinations assess student performance in Algebra I, Geometry, and Biology. The examinations are intended to provide administrators and educators with student-, school-, and district-level information regarding local instruction.

## GENERAL INFORMATION

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### OVERVIEW OF THE IOWA TESTS AND THE AUGMENTED BENCHMARK EXAMINATIONS

The ADE has contracted with Questar and Riverside Publishing Company (Riverside) for the design and development of testing items and the production, distribution, collection and scoring of assessment materials of the criterion-referenced test (CRT) and norm-referenced test (NRT) component of the ACTAAP. These materials and procedures are currently developed under the direction of the ADE and advisory committees made up of content experts and educators from the state of Arkansas.

The *Iowa Tests of Basic Skills* will be administered to students in grades K–2. The *Iowa Tests of Educational Development* will be administered to students in grade 9.

The Augmented Benchmark Examinations for grades 3–8 combine the CRT and NRT components. The Iowa Tests comprise the NRT component of the Augmented Benchmark Examinations. The focus of the testing at these grades is to identify those students who may be in need of remediation in the Mathematics and English Language Arts curricula for grades 3–8 and in the science curriculum for grades 5 and 7.

All test items and materials for the CRT portion of the Augmented Benchmark Examinations are field tested before moving into full implementation. Field test items are embedded in the assessment.

## **NEW FOR SPRING 2011**

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### **NEW—DELIVERY OF NON-SECURE TEST MATERIALS**

Non-secure materials, such as return kits, header sheets, paper bands and affidavits, will now be sent as part of the Non-secure Test Materials Shipments.

### **NEW—LARGE PRINT AND BRAILLE TEST BOOKLET KITS**

Large Print and Braille materials will now be available in kits.

Large Print materials are available for all examinations except for grades K–1. Braille materials are available for all examinations except for grades K–2.

### **NEW—ADDITIONAL MATERIAL ORDERS**

Please inventory all materials immediately when shipments are received. If additional materials are needed, the District Test Coordinator should place one order for all additional materials for the district. Beginning in 2010–2011, additional materials may be ordered through Questar's ServicePoint™ Web site. Questar will also continue to accept additional material orders by phone, e-mail, and fax.

### **NEW—PLACEMENT OF STUDENT LABELS ON ANSWER DOCUMENTS AND CONSUMABLE TEST BOOKLETS**

The field in which to place the student label on the answer documents and consumable test booklets has been moved to the center of the appropriate document. Please read the directions on the front cover of the answer document or back cover of the consumable test booklet before placing student labels.

### **NEW—STUDENT NOT TESTED FORM**

A Student Not Tested Form is provided to districts and schools for students who received a student label but will not be testing. Place the student label on the Student Not Tested Form and fill in the appropriate bubble above the label to indicate why the student did not test. Up to four (4) student labels can be placed on a single form. Additional Student Not Tested Forms may be copied, as needed. See sample on page 60.

## NEW FOR SPRING 2011

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### **NEW—RETURN MATERIALS SHIPMENTS**

The Test Booklet Return Shipment will now be called the Nonscoreable Materials Return Shipment. The Answer Document Return Shipment will now be called the Scoreable Materials Return Shipment.

All materials returned to Questar after testing are secure and all security procedures must be followed. Please note which materials should be included in each shipment:

#### **Nonscoreable Materials for Return**

- Secure used test booklets (all used consumable test booklets must be returned in the Scoreable Materials return shipment)
- Secure unused test booklets (includes unused consumable test booklets)
- Test Booklet Security Forms
- Secure used and unused Test Administration Manuals for grades K–2
- Test Administration Manual Security Forms
- Scratch paper for grades 1 and 2
- Mathematics Reference Sheets for grades 3–8

#### **Scoreable Materials for Return**

- Used answer documents and consumable test booklets with student responses
- Used answer documents and consumable test booklets for students not tested
- Student Not Tested Forms
- Affidavits
- Answer Document Transmittal Form (scoreable consumable test booklets are accounted for using the Answer Document Transmittal Form for the appropriate grade)
- School/Grade or School/Course Header Sheet
- Classroom/Group Information Sheet

### **NEW—RETURN VERIFICATION**

Districts are required to provide return verification information by fax or by entering the requested data on Questar's ServicePoint Web site. Return verification information helps ensure test security and prompt follow-up should answer documents and/or test booklets not arrive at Questar by the expected date.

Return verification forms have been returned to Questar by fax in previous administrations. Questar will now be collecting return verification information via ServicePoint for districts who wish to use this new feature.

### **NEW—SUBJECTS IN EACH SHIPMENT (END-OF-COURSE EXAMINATIONS ONLY)**

Shipments to districts will group Biology and Geometry materials together. Algebra I materials will be shipped to the district separately.

Return shipments to Questar must be packaged and returned separately by subject. Six (6) separate return kits will be provided, two (2) for each EOC subject, as each subject's materials must be shipped back separately. Two subjects may not be combined into a single shipment. In addition to the six return shipments, answer documents for Algebra I make-up testers also need to be shipped back separately from student answer documents for students who complete testing on the regular testing dates. See the District and School Test Coordinators' Manual for further instructions.



## IMPORTANT DATES

### SCHEDULE OF EVENTS FOR THE GRADE 11 LITERACY EXAMINATION

Event	Date
Districts receive non-secure testing materials	February 15, 2011
Districts receive secure testing materials	February 22, 2011
Districts complete correction of student information	March 4, 2011
Districts administer the Grade 11 Literacy Examination	<b>March 8–9, 2011</b>
Districts complete make-up testing	<b>March 15, 2011</b>
Deadline for districts to return scoreable materials	March 17, 2011
Deadline for districts to return nonscoreable materials	March 18, 2011

### SCHEDULE OF EVENTS FOR THE IOWA TESTS AND THE AUGMENTED BENCHMARK EXAMINATIONS

Event	Date
Districts receive non-secure testing materials	March 14, 2011
Districts receive secure testing materials	March 28, 2011
Districts complete correction of student information for grades K–2 and 9	April 1, 2011
Districts complete correction of student information for grades 3–8	April 8, 2011
Districts have a testing window to administer The Iowa Tests for grades K–2 and 9	<b>April 4–15, 2011</b>
Districts administer the Augmented Benchmark Examinations for grades 3–8	<b>April 11–15, 2011</b>
Districts complete make-up testing for the Augmented Benchmark Examinations	<b>April 20, 2011</b>
Deadline for districts to return scoreable materials for grades K–2 and 9	April 19, 2011
Deadline for districts to return nonscoreable materials for grades K–2 and 9	April 20, 2011
Deadline for districts to return scoreable materials for grades 3–8	April 22, 2011
Deadline for districts to return nonscoreable materials for grades 3–8	April 25, 2011

## IMPORTANT DATES

### SCHEDULE OF EVENTS FOR THE SPRING END-OF-COURSE EXAMINATIONS

Event	Date
Districts receive non-secure testing materials for Geometry and Biology	March 29, 2011
Districts receive secure testing materials for Geometry and Biology	April 7, 2011
Districts receive non-secure testing materials for Algebra I	April 19, 2011
Districts receive secure testing materials for Algebra I	April 26, 2011
Districts complete correction of student information for Geometry	April 15, 2011
Districts complete correction of student information for Biology	April 22, 2011
Districts complete correction of student information for Algebra I	May 6, 2011
Districts administer the Spring Geometry End-of-Course Examination	<b>April 19–20, 2011</b>
Districts administer the Spring Biology End-of-Course Examination	<b>April 26–27, 2011</b>
Districts administer the Spring Algebra I End-of-Course Examination	<b>May 10–11, 2011</b>
Districts complete Geometry make-up testing	<b>April 26, 2011</b>
Districts complete Biology make-up testing	<b>May 3, 2011</b>
Districts complete Algebra I make-up testing	<b>May 17, 2011</b>
Deadline for districts to return scoreable materials for Geometry	April 28, 2011
Deadline for districts to return nonscoreable materials for Geometry	April 29, 2011
Deadline for districts to return scoreable materials for Biology	May 5, 2011
Deadline for districts to return nonscoreable materials for Biology	May 6, 2011
Deadline for districts to return scoreable materials for Algebra I	May 13, 2011
Deadline for districts to return scoreable materials for Algebra I make-up testers	May 18, 2011
Deadline for districts to return nonscoreable materials for Algebra I	May 19, 2011

## GUIDELINES FOR STUDENTS TO BE TESTED

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### STUDENTS TO BE TESTED

It is important to know who should be tested. All students who can be tested under standardized conditions, with or without allowable accommodations, are required to take the Grade 11 Literacy, Spring End-of-Course, and Augmented Benchmark Examinations, as well as The Iowa Tests.

The Grade 11 Literacy Examination should be administered to all students enrolled in grade 11 who are eligible for testing under standardized conditions, with or without accommodations. The Spring Algebra I, Geometry, and Biology End-of-Course Examinations should be administered to all students completing Algebra I or the equivalent, Geometry or the equivalent, or Biology by the end of the spring semester for high school credit, who are eligible for testing under standardized conditions, with or without accommodations. A student enrolled in a course of study equivalent to Geometry or Algebra I that sequences the course content over a two-year period must test at the end of the two years, regardless of whether the student has completed or passed the course.

The Fall, Mid-Year, and Spring Algebra I End-of-Course Examinations should also be administered to students who were in grade 9 and below during the 2009–2010 school year who meet **all** of the following requirements:

- have previously taken **one or two** Algebra I End-of-Course Examinations and **have not scored** at the *Pass* level
- have completed remediation according to their Individualized Academic Improvement Plan (IAIP)
- have been determined by the district to be ready to take an Algebra I End-of-Course retest opportunity

All students, including the following, should be tested:

- Title I students—all students identified as eligible for Free and/or Reduced Lunch
- Transfer students—any student enrolled on or before the first day of testing must be tested
- LEP students—with or without accommodations
- Disabled students—if their IEP indicates paper and pencil testing is appropriate, with or without accommodations
- Alternative Learning Environment (ALE) students
- Foreign exchange students
- Day Treatment students

Exceptions:

- Home-bound students
- Home-schooled students
- Incarcerated students
- Students in Residential Treatment Centers
- Students in Juvenile Detention Centers

## GUIDELINES FOR STUDENTS TO BE TESTED

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The following guidelines apply to exceptional students.

### DISABLED STUDENTS (P.L. 94-142)

All students, including students identified as disabled pursuant to P.L. 94-142 and under section 504 of the Rehabilitation Act of 1973, as amended, must be tested if their Individualized Education Programs (IEPs) indicate that paper and pencil testing is appropriate. If a student's IEP indicates that it is inappropriate to administer the Grade 11 Literacy Examination, that student must participate in the Alternate Portfolio Assessment for Grade 11. In grades 3–8, if a student's IEP indicates that it is inappropriate to administer the Augmented Benchmark Examination, that student must participate in the Alternate Portfolio Assessment for the corresponding grade. Students enrolled in a grade 9 resource mathematics class must participate in the Alternate Portfolio Assessment for Grade 9 Mathematics. Students enrolled in a grade 10 resource science class must participate in the Alternate Portfolio Assessment for Grade 10 Science. Students in School Age Programs (DDS) are to be tested. This requirement began with the 2002–2003 school year. Additionally, students in Day Treatment Programs are to be assessed (see Director's Memo IA-04-110, created 05/13/2004).

A student's Exceptional Student Identification (ESI) code is included in the student label barcode and on the Preliminary Demographic Verification Roster and does not need to be coded on the answer document or consumable test booklet if a label is used. If a student label is not used for a disabled student, a Test Administrator must code the student's answer document or consumable test booklet.

Specific directions for coding student answer documents or consumable test booklets are provided on page 39 of this handbook. Students identified as disabled will receive an Individual Student Report and will be included in the IEP Summary Report, as well as in the Combined Population Report. Do not code the Special Education Accommodations section for students with a 504 Plan. However, students may still receive accommodations that are in their 504 Plans and used regularly in the classroom.

### LIMITED ENGLISH PROFICIENT (LEP) STUDENTS

Limited English Proficient students should be tested, with or without accommodations.

Identification of a student as LEP is included in the student label barcode and on the Preliminary Demographic Verification Roster. A student's LEP status does not need to be coded on the answer document or consumable test booklet if a student label is used. If a student label is not used for an LEP student, a Test Administrator must code the student's answer document or consumable test booklet. Specific directions for coding student answer documents or consumable test booklets are provided on page 41. Students identified as LEP will receive an Individual Student Report and will be included in the LEP Summary Report, as well as in the Combined Population Report.

### FIRST-YEAR LIMITED ENGLISH PROFICIENT STUDENTS

Students who are classified as first-year LEP students are exempt from the Grade 11 Literacy Examination. LEP students enrolled in their first year in a school in the U.S., who are scheduled to participate in the Augmented Benchmark Examinations, must take the Mathematics and Science portions but are **not** required to be tested in Literacy (reading and writing). However, the decision to test LEP students who have attended a U.S. school for less than one year should be based on the professional judgment of a language assessment committee composed of appropriate district and school personnel.

## GUIDELINES FOR STUDENTS TO BE TESTED

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First-year LEP students are **not** exempt from the End-of-Course Examinations.

First-year LEP students must be identified as such on their answer documents or consumable test booklets regardless of whether or not a student label is used. To identify first-year LEP students, Test Administrators must code each student's answer document or consumable test booklet by filling in the circle for LEP student less than one year in the U.S. in the "Teacher Use Only" Box. This information is **not** included in the student label barcode or on the Preliminary Demographic Verification Roster. Specific directions for coding student answer documents or consumable test booklets are provided on page 42 of this handbook. First-year LEP students whose answer documents or consumable test booklets have been properly coded will not be included in the AYP calculations for 2011. Once the answer documents or consumable test booklets are returned for scoring, students cannot be reassigned. If the circle for LEP student less than one year in the U.S. is **not** coded, that student will be included in the AYP calculations.

### TRANSFER STUDENTS

Any student meeting the criteria for taking the Grade 11 Literacy Examination, Spring End-of-Course Examinations, Augmented Benchmark Examinations, or The Iowa Tests, who is enrolled in school **on or before** the first day of testing should be tested. District Test Coordinators must contact the ADE for instructions regarding the transfer of a used answer document or consumable test booklet for any student moving from one district to another during testing.

### FOREIGN EXCHANGE STUDENTS

Foreign exchange students enrolled in grades K–9, grade 11, Algebra I, Geometry, or Biology must take the Augmented Benchmark Examinations, The Iowa Tests, the Grade 11 Literacy Examination, the Algebra I End-of-Course Examination, the Geometry End-of-Course Examination, or the Biology End-of-Course Examination, as appropriate. A foreign exchange student may be coded as an LEP student less than one year in the U.S. in the "Teacher Use Only" Box. In this case, the student will receive an Individual Student Report and will count toward the 95% tested for AYP purposes, but the student's scores will not be included in school, district, or state summary reports. If the circle labeled LEP student less than one year in the U.S. is **not** coded, the student's scores will be included in AYP calculations.

### MIGRANT STUDENTS

To identify migrant students, the Test Administrator must code each student's answer document or consumable test booklet by filling in the circle for Migrant Student in the "Teacher Use Only" Box. This information is **not** included in the student label barcode or on the Preliminary Demographic Verification Roster. Specific directions for coding student answer documents or consumable test booklets are provided on page 41 of this handbook.

Students should be identified as migrant if they meet the following guidelines: Children of migratory agricultural workers or migratory fishers, including children who are workers themselves and the spouses of such workers, who have been identified by the Migrant Education Program (MEP) as migrant children.

For questions related to migrant student information, the District Test Coordinator should contact Stan Young at 501-324-9660.

## GUIDELINES FOR STUDENTS TO BE TESTED

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### HIGHLY MOBILE STUDENTS

Any student enrolled in the school or moving between schools in the district **after** October 1, 2010, should be identified as highly mobile.

A student's highly mobile status is **not** included in the student label barcode or on the Preliminary Demographic Verification Roster. Specific directions for coding student answer documents or consumable test booklets are provided on page 41 of this handbook.

### ALTERNATIVE LEARNING ENVIRONMENT (ALE)

Alternative Learning Environment students shall participate in the Grade 11 Literacy Examination, Spring End-of-Course Examinations, Augmented Benchmark Examinations, and The Iowa Tests, as appropriate. The testing location may be decided by the district. Testing materials must be kept secure at all times. Test Administrators must be **currently** licensed by the ADE as a teacher or administrator and must be properly trained in test administration procedures.

## STUDENTS NOT TESTED

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Every student who was scheduled to test and/or received a student label must be accounted for. If a student does not submit an answer document or consumable test booklet for scoring, a Student Not Tested Form must be returned with a “Student NOT Tested” reason coded. If a student was scheduled to test and did not receive a student label, an answer document or consumable test booklet must be returned with student demographic information completed **and** a not tested reason coded. Do not fill in a “Student NOT Tested” reason code on the answer document or consumable test booklet if any questions have been answered by the student—this code is used only when there are no student answers on the answer document or consumable test booklet. Do not submit more than one document type for one student.

A Student Not Tested Form should be used, prior to testing, when a student who received a student label will not be taking the examination. The student labels should be placed on the Student Not Tested Form with the appropriate reason code entered above each label. Up to four (4) student labels may be placed on a single form. Each district and school will receive one (1) copy of the form and may make additional copies as needed. Please follow the instructions provided in the manuals and return kits for returning the Student Not Tested Forms.

For a student who refused to take **all** portions of the test, a Test Administrator should fill in the circle next to SRT (“Student Refused to Test”) on the answer document or consumable test booklet. “Student Refused to Test” is not a reason provided on the Student Not Tested Form. The Test Administrator must notify the School Test Coordinator of any student refusing to take **all** portions of the test.

If the reason a student did not test is not listed on the answer document or consumable test booklet, or if a student refused to take **all** portions of the test, the District Test Coordinator must contact the ADE for further instructions. Testing procedures for the district must include the manner in which the District Test Coordinator will be notified.

All other information requested on the front of the answer document or the back of the consumable test booklet must be completed, as appropriate, for the student according to the instructions provided in the manuals (student labels must be used if provided). No special handling is required. They are to be considered used answer documents or consumable test booklets and submitted along with the scoreable materials for students taking the test.

### **Erasures**

If a “Student NOT Tested” reason code has been filled in on an answer document or consumable test booklet, the student answer portion must be completely blank and contain no eraser marks. Eraser marks may be picked up by the scanners, resulting in the student receiving a score. Answer documents or consumable test booklets that are returned with a filled in “Student NOT Tested” reason code, and with one or more student answers and/or any eraser marks on the student answer portion of the document, will be scored and included in all reports.

## STUDENT INFORMATION

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### STUDENT IDENTIFICATION NUMBERS

A 10-digit State Reporting Identification Number is required for the ACTAAP and is included in the student label barcode. If a student label is not used, both a 10-digit State Reporting Identification Number\* and a Social Security Number (SS ID) need to be completed on the student answer document or consumable test booklet. The ADE will provide districts with a range of federally-assigned identification numbers to use if parents object to providing their child's Social Security Number or if none is available. (See Director's Memo ACC-01-028, created September 25, 2000.) Social Security Numbers or federally-assigned identification numbers will be suppressed on reports. As part of the advance announcement of testing, students should be advised to have their 10-digit State Reporting Identification Numbers and Social Security Numbers or federally-assigned identification numbers available on the day of testing. Please contact Susan Gray at the ADE at 501-682-4559 for additional information.

\*If a student is new to the state of Arkansas and does not have a 10-digit State Reporting Identification Number, this section may be left blank.

### ETHNICITY CODES

If a student label is not used, the student or the Test Administrator should fill in the circle(s) on the answer document or consumable test booklet in the "Ethnic Background" Box beside the best description(s) of the student's ethnic background. More than one circle may be filled in when it is appropriate to do so. The Preliminary Demographic Verification Rosters will show only one ethnicity code. If a student's record in APSCN/TRIAND shows Hispanic and any additional ethnicity code, the ethnicity code on the roster will show "Hispanic." If a student's record in APSCN/TRIAND shows two or more ethnicity codes not including Hispanic, the ethnicity code on the roster will show "Two or More." The ethnicity code filled in on the answer document or consumable test booklet should match the student's ethnicity code in APSCN/TRIAND. The ethnicity codes are as follows:

1. Hispanic
2. Asian
3. Native Hawaiian/Pacific Islander
4. American Indian/Alaska Native
5. Black
6. White
7. Two or More (included only on the roster and reports)



## VERIFICATION AND CORRECTION OF STUDENT INFORMATION

### STUDENT INFORMATION FROM APSCN/TRIAND

Student information used to place students in the appropriate reporting categories to determine the school and district Annual Yearly Progress (AYP) for No Child Left Behind and for the state accountability system will be pulled from APSCN/TRIAND and is provided to Questar for reporting purposes. Student information in APSCN/TRIAND is pulled twice. Data from the first pull are used to produce the Preliminary Demographic Verification Rosters and student labels. Data for reporting purposes are pulled shortly after the deadline for correcting student information. See dates below.

The updated/corrected information in APSCN/TRIAND will **override** information on student labels and filled in on student answer documents or consumable test booklets (with the exception of the sections of the “Teacher Use Only” Box denoted with an asterisk that need to be completed by the Test Administrator). Therefore, it is critical that student information be verified and corrected as needed within the allotted time frame.

Event	Date
Student information for reporting purposes must be updated in APSCN/TRIAND for the Grade 11 Literacy Examination	Friday, March 4, 2011
Student information for reporting purposes must be updated in APSCN/TRIAND for the Geometry End-of-Course Examination	Friday, April 15, 2011
Student information for reporting purposes must be updated in APSCN/TRIAND for the Biology End-of-Course Examination	Friday, April 22, 2011
Student information for reporting purposes must be updated in APSCN/TRIAND for the Algebra I End-of-Course Examination	Friday, May 6, 2011
Student information for reporting purposes must be updated in APSCN/TRIAND for The Iowa Tests	Friday, April 1, 2011
Student information for reporting purposes must be updated in APSCN/TRIAND for the Augmented Benchmark Examinations	Friday, April 8, 2011

**Note:** Students will be reported according to the information in the system when data are pulled and any incorrect information CANNOT be changed after this point.

Algebra I student retest information is included on the Preliminary Demographic Verification Roster; however, it is not located in APSCN/TRIAND. If student retest information is incorrect on the Preliminary Demographic Verification Roster, you must contact Dr. Neal Gibson (Neal.Gibson@arkansas.gov) or Dr. Greg Holland (Greg.Holland@arkansas.gov) by the end of the day on Friday, May 6, 2011, to resolve any discrepancies.

## VERIFICATION AND CORRECTION OF STUDENT INFORMATION

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### PRELIMINARY DEMOGRAPHIC VERIFICATION ROSTER

A Preliminary Demographic Verification Roster will be provided by grade or subject to each school; districts will be provided with copies for each school within the district where students are being tested. The roster contains the following information for each student as it appears in APSCN/TRIAND: student name, grade, birth date, State Reporting Identification Number, SS ID, gender, ethnicity, ESI Code, Monitored Former LEP status, LEP status, Free and/or Reduced Lunch status, Gifted and Talented status, and Student Retest (Algebra I only). The rosters should be used to verify the correctness of student information in APSCN/TRIAND. Do **not** use the student labels for verification purposes (the rosters contain additional information not visible on the student labels).

All information on the Preliminary Demographic Verification Roster must be checked carefully. If any of the information on the roster is not correct, it **must** be updated in APSCN/TRIAND by the end of the day on each of the following days: **Friday, March 4, 2011, for the Grade 11 Literacy Examination; Friday, April 15, 2011, for the Geometry End-of-Course Examination; Friday, April 22, 2011, for the Biology End-of-Course Examination; Friday, May 6, 2011, for the Algebra I End-of-Course Examination; Friday, April 1, 2011, for The Iowa Tests; Friday, April 8, 2011, for the Augmented Benchmark Examinations.**

### STUDENT LABELS

Student labels are provided for use on answer documents or consumable test booklets so that student information will not need to be entered and coded for students for whom labels have been provided. The labels will contain district and school information, the student's name, State Reporting Identification Number, birth date, Retest status (Algebra I only), gender, ethnicity, grade, and subject (End-of-Course only). Additional student information is provided on the Preliminary Demographic Verification Roster, which is to be used for verifying that student information is correct.

The student labels will be provided to each school by course (End-of-Course) or by grade (Augmented Benchmark and The Iowa Tests) in alphabetical order by student last name, and will need to be separated and sorted by testing classroom/group. Labels are provided on perforated strips to facilitate the separation of individual labels. If a label is torn or damaged during the separation process, do **not** use it. Instead, enter and code all the demographic information on the answer document or consumable test booklet for that student.

It is extremely important that labels be affixed correctly so that the scanning equipment can properly read the barcode. Labels must be carefully and precisely affixed within the dotted lines on the front of the answer document or back of the consumable test booklet (or within the dotted lines on the Student Not Tested Form). The bottom of the label should be aligned with the triangular marks (the label will partially cover the student name grid). Do **not** apply the student label to Box 1. Student information cannot be captured if the label is not applied in the correct space. For students not tested, the student label should be aligned in the box on the Student Not Tested Form.

Information requested in Box 1 (District/School/Class Information) **must** be entered (either by the student prior to the start of testing on Day 1 or by the Test Administrator prior to distributing answer documents or consumable test booklets to students). If a label is used, only the Classroom/Group Name field in Box 1, the test booklet form (if applicable), and sections of the "Teacher Use Only" Box with an asterisk must be completed.

## VERIFICATION AND CORRECTION OF STUDENT INFORMATION

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### Student Labels for Scratch Paper

For grades 1 and 2 ONLY, schools may provide each student with one (1) piece of scratch paper for use during the Math Problems test session. Two (2) sets of student labels will be provided to each school. One (1) set of labels is for use on the consumable test booklets and the other set is provided to track each student's scratch paper. (Since there are two labels provided for each student, if one of the student labels is damaged, it is more important to use the undamaged label on the consumable test booklet rather than on the student's scratch paper.)

Place the second student label in the top right-hand corner on the scratch paper prior to testing. If a student does not have a label, the student's State Reporting Identification Number, name, and school must be written on the scratch paper. Even if a student does not use scratch paper, but has access to it, the paper still must be returned to Questar at the conclusion of testing.

### Students NOT Listed on the Preliminary Demographic Verification Roster/No Student Label

Complete the demographic information on the front of the answer document or back of the consumable test booklet when there is no student label. If a student is not listed on the roster, check to see if the student's information is in APSCN/TRIAND and verify and make corrections as necessary. If a student is not listed on the roster or there is no information in APSCN/TRIAND, verify that the student information on the answer document or consumable test booklet is complete and add or correct the student's information in APSCN/TRIAND.

**Note:** Both the Preliminary Demographic Verification Rosters and student labels contain confidential student information and must be handled accordingly. When not in use, they must be kept in a secure location. Rosters and damaged student labels must be shredded or otherwise disposed of in a secure manner.

Instructions for completing the "Teacher Use Only" Box are on pages 37–43 of this handbook. An asterisk indicates that a section needs to be completed regardless of whether or not a student label is used.

### Incorrect Labels

If provided, student labels **must** be used even if some of the information in the label is not correct. Information in the student label barcode will be used to match students to the appropriate, corrected record in APSCN/TRIAND. If a student label is not provided or a label is damaged, all the demographic information on the front of the answer document or the back of the consumable test booklet must be completed by the student or Test Administrator.

## OVERVIEW OF MATERIALS

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### INVENTORYING MATERIALS

It is the District Test Coordinator's responsibility to inventory the district and school materials immediately upon receipt of each shipment. If there is a discrepancy between the inventory documents and the materials, contact Questar's Arkansas Customer Service (ARCustomerSupport@QuestarAI.com) at 800-643-8547, toll-free. **The District Test Coordinator is responsible for reporting any discrepancies or irregularities.**

### NON-SECURE TEST MATERIALS

The following materials are packaged for the district and by school.

#### District Materials

- District Packing List
- Shipment Summary List
- Box Content Lists (when there is more than one box in the shipment)
- Cover Memo
- Copy of the Secure Materials Shipment School Packing List for each school in the district
- Brochures for Educators (Augmented Benchmark and The Iowa Tests ONLY)—1 package of 25
- Parent Notification Pamphlets (A Note to Parents)\*—1 package of 25
- District and School Test Coordinators' Manual\*—2 copies
- Test Administration Manuals—1 copy for each grade or course tested
- Copy of the Preliminary Demographic Verification Roster for each school in the district
- Student Not Tested Form—1 copy for the district
- Paper Bands
- Test Security Affidavits (see samples on pages 52–54)
- Blank School/Grade or School/Course Header Sheets
- Blank Classroom/Group Information Sheets
- Scoreable Materials Return Kits (one return kit for Grade 11 Literacy; one return kit per subject: Algebra I, Geometry, and Biology; one return kit for The Iowa Tests for grades K–2 and 9; and one return kit for the Augmented Benchmark for grades 3–8)
  - Return Instructions for Scoreable Materials
  - Answer Document Transmittal Form (see sample on page 63)—scoreable consumable test booklets are to be accounted for using the Answer Document Transmittal Form for the appropriate grade
  - UPS Labels
  - Scoreable Questar Return Shipping Labels (See page 17 for associated label colors.)
  - Scoreable Materials Return Verification Form (see sample on page 64)

\*The End-of-Course District and School Test Coordinators' Manual and district Parent Notification Pamphlets are included in the Geometry and Biology shipment. For districts and schools with no students testing in Geometry and Biology, they will be included in the Algebra I shipment. The instructions for District and School Test Coordinators and for Test Administrators are combined into one Test Administration Manual for Grade 11 Literacy. Note: The Spring End-of-Course Examinations shipments will arrive separately for Geometry and Biology (Shipment 1) and for Algebra I (Shipment 3).

## OVERVIEW OF MATERIALS

- Nonscoreable Materials Return Kits (one return kit for Grade 11 Literacy; one return kit per subject: Algebra I, Geometry, and Biology; one return kit for The Iowa Tests for grades K–2 and 9; and one return kit for the Augmented Benchmark for grades 3–8)
  - Return Instructions for Nonscoreable Materials
  - UPS Labels
  - Nonscoreable Questar Return Shipping Labels (See below for associated label colors.)
  - Nonscoreable Materials Return Verification Form (see sample on page 65)

Assessment	Color of Scoreable Return Kit
Grade 11 Literacy	PINK
Algebra I	PINK
Geometry	YELLOW
Biology	RED
Augmented Benchmark	GREEN
The Iowa Tests	PURPLE
Assessment	Color of Nonscoreable Return Kit
Grade 11 Literacy	GRAY
Algebra I	GRAY
Geometry	BLUE
Biology	WHITE
Augmented Benchmark	IVORY
The Iowa Tests	IVORY

## OVERVIEW OF MATERIALS

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### School Materials

- School Packing List
- Shipment Summary List
- Box Content Lists (when there is more than one box in the shipment)
- Copy of Secure Materials Shipment School Packing List
- Brochures for Educators (Augmented Benchmark and The Iowa Tests ONLY)—packages of 25
- Parent Notification Pamphlets (A Note to Parents)—packages of 25
- District and School Test Coordinators' Manual\*—1 copy
- Test Administration Manuals—1 copy per every 20 students tested
- Answer Documents—packages of 15
- Rulers—provided, as applicable, in packages of 25
- Mathematics Manipulatives (Augmented Benchmark ONLY)—provided for grades 3–6 in packages of 25
- Protractors (Augmented Benchmark ONLY)—provided for grades 7 and 8 in packages of 25
- Student Labels
- Preliminary Demographic Verification Roster—1 copy for the school
- Student Not Tested Form—1 copy for the school
- School/Grade or School/Course Header Sheets (see sample on page 61)
- Classroom/Group Information Sheets (see sample on page 62)

\*The End-of-Course District and School Test Coordinators' Manual and district Parent Notification Pamphlets are included in the Geometry and Biology shipment. For districts and schools not participating in the Geometry or Biology Examinations, they will be included in the Algebra I shipment. The instructions for District and School Test Coordinators and for Test Administrators are combined into one Test Administration Manual for Grade 11 Literacy.

**Note:** The Spring End-of-Course Examinations shipments will arrive separately for Geometry and Biology (Shipment 1) and for Algebra I (Shipment 3).

**Important:** Care must be taken in the handling and storage of student labels and Preliminary Demographic Verification Rosters since they contain personal information about students that should be kept private.

## OVERVIEW OF MATERIALS

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### SECURE TEST MATERIALS

The secure test materials shipments will include district and school materials for returning shipments to Questar. The following materials are packaged for the district and by school. **District Test Coordinators are responsible for inventorying all materials immediately upon receipt.**

#### District Materials

The following materials are for District Test Coordinator use except for the Large Print and Braille test booklets and associated materials, which should be distributed to the schools for which they were ordered:

- District Packing List
- Shipment Summary List
- Box Content Lists (when there is more than one box in the shipment)
- Secure Materials Report
- Cover Memo
- Large Print and Braille Test Booklets and associated materials (if ordered)

#### School Materials

- School Packing List
- Shipment Summary List
- Box Content Lists (when there is more than one box in the shipment)
- Test Booklets
- Test Booklet Security Forms (see sample on page 56)
- Test Administration Manuals (grades K, 1, and 2 ONLY)
- Test Administration Manual Security Forms (grades K, 1, and 2 ONLY)
- Mathematics Reference Sheets (Augmented Benchmark ONLY)—provided in packages of 15

**Note:** The Spring End-of-Course shipments will arrive separately for Geometry and Biology (Shipment 2) and for Algebra I (Shipment 4). If ordered, Braille test booklets and associated materials will arrive in a separate shipment for the Grade 11 Literacy Examination and Spring End-of-Course Examinations.

## OVERVIEW OF MATERIALS

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### SHIPPING INVENTORY DOCUMENTS

Materials will arrive with the following inventory documents for your use:

- **Box Content List**—a list of all materials in each box that will be included in each box. A Box Content List will not be included if there is only one box in the shipment. See sample on page 50.
- **Shipment Summary List**—a list of all boxes in the shipment and the quantity of materials contained in each box. Each district will receive a District Shipment Summary List (in Box 1), and each school will receive a School Shipment Summary List (in Box 1) for each shipment. See sample on page 49.
- **Packing List**—Packing Lists will continue to be provided and show a summary of the total quantities of materials included in all boxes of the shipment. Each district will receive a District Packing List (in Box 1), and each school will receive a School Packing List (in Box 1) for each shipment. See sample on page 48.
- **Secure Materials Report**—a report for the district that will include a list of all secure materials in the shipment, with the range of test booklet and secure test administration manual security ID numbers shipped to all schools in the district. See sample on page 51.

### LARGE PRINT AND BRAILLE TEST BOOKLETS

Large Print and Braille test booklets are available for the Grade 11 Literacy Examination, Spring End-of-Course Examinations, and Augmented Benchmark Examinations. Large Print versions of The Iowa Tests are available for grades 2 and 9, and a Braille version is available for grade 9. The District Test Coordinator will have requested Large Print and Braille editions for students during the enrollment process. If there are additional students who will require these editions, prior to testing, please contact Questar's Arkansas Customer Service at 800-643-8547 to request additional Large Print or Braille testing materials. **See note on page 30 for information regarding the transcription of Large Print and Braille test booklets.**

Large Print materials will be available for students in grades 2–9, and for students taking the Grade 11 Literacy and End-of-Course Examinations. The Large Print Kit will include

- a Large Print test booklet and Large Print Mathematics Reference Sheet (grades 3–8) shrink-wrapped together
- a standard-sized answer document, Test Administration Manual, and line template
- a Large Print ruler (for EOC and grades 3–8)
- enlarged manipulatives (for grades 3–6 only)
- a Large Print protractor (for grades 7–8 only)

Test Booklet Security Forms for Large Print will not be included in the kit.

Braille materials will be available for students in grades 3–9, and for students taking the Grade 11 Literacy, and End-of-Course Examinations. The Braille Kit will include

- a Braille test booklet and Braille Mathematics Reference Sheet (grades 3–8 only) shrink-wrapped together
- a standard-sized answer document and Test Administration Manual
- a Braille ruler (for EOC and grades 3–8)
- enlarged manipulatives (for grades 3–6 only)
- a Braille protractor (for grades 7–8 only)

Test Booklet Security Forms for Braille will not be included in the kit.



## OVERVIEW OF MATERIALS

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### TRANSMITTAL FORMS AND HEADER SHEETS

**District Answer Document Transmittal Form**—One (1) District Answer Document Transmittal Form **must** be completed for each grade or course tested in the district. Indicate, with checkmarks in the boxes provided on the form, which schools are returning answer documents, consumable test booklets, and/or Student Not Tested Forms. The Algebra I Answer Document Transmittal Form contains a check box to indicate whether or not answer documents for make-up testing will be returned. The District Test Coordinator must check this box if additional documents will be returned to Questar.

**School/Grade or School/Course Header Sheets**—Within a school, one (1) School/Grade Header Sheet per grade or one (1) School/Course Header Sheet per course must be completed for each grade or course tested in a school according to the instructions in the manuals for District and School Test Coordinators. School identification information has been preprinted on these forms. If the information preprinted for the school is incorrect, a blank School/Grade or School/Course Header Sheet must be obtained from the District Test Coordinator. When completing a blank header, make sure the school information and LEA Number are entered accurately and completely. All classes returned under the School/Grade or School/Course Header Sheet must be listed in the spaces provided. The number of Student Not Tested Forms for each grade or course must also be recorded on the appropriate School/Grade or School/Course Header Sheet.

**Classroom/Group Information Sheets**—All classes, regardless of grade or course, **must** complete one Classroom/Group Information Sheet. These forms contain preprinted information. Do **not** make any changes to the preprinted information on the form. If the information preprinted for the school is incorrect, a blank Classroom/Group Information Sheet must be obtained. When completing a blank header, make sure the LEA Number is entered and coded accurately and completely.

Please refer to the manuals for District and School Test Coordinators for specific instructions on completing the header sheets and transmittal forms.

### TEST ADMINISTRATION MANUALS FOR GRADES K–2

Each Test Administrator will receive one (1) copy of the Test Administration Manual for the appropriate grade (grades K, 1, and 2). Please note that the Test Administration Manuals for grades K–2 will have security barcodes because they include “live” (operational) test items. See page 25 for additional information on the security of the Test Administration Manuals for grades K–2.

Because these manuals are secure, they may **not** be opened more than one (1) school day prior to testing and may not be photocopied. However, in order to facilitate training and preparation, the non-secure sections of the manuals (i.e., all instructions except the script for testing) will be available on the ADE Web site from March 14, 2011, through April 15, 2011.

## OVERVIEW OF MATERIALS

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### ANSWER DOCUMENTS

The answer documents are designed to be machine-scannable and, as such, must be handled carefully. To ensure they can be properly scored, answer documents must not be folded, clipped, stapled, taped, or torn. Extraneous materials (rulers, extra sheets of paper\*, etc.) in answer documents cannot be processed and will cause the scanner to stop. Students are provided boxed areas in which to respond to the open-response items. Open-responses will be scored using image scoring (online scoring). Any response that falls outside the box will **not** be scored. Students must confine their responses to the space provided.

Upon completion of testing, after test materials have been collected from students, Test Administrators must verify that

1. students used a No. 2 pencil (ink cannot be used on answer documents);
2. there are no stray marks in the multiple-choice areas of the student answer documents or in the “Teacher Use Only” Box (any stray marks must be erased);
3. students have recorded all of the information in the correct manner in their answer documents;
4. there are no extraneous materials (rulers, extra sheets of paper\*, etc.) inside the answer documents.

\*Students are not allowed to use scratch paper (except in grades 1 and 2). The use of scratch paper is considered a breach of security.

### TEST BOOKLETS

Pertinent directions are printed at the beginning of each testing session. All test booklets, including the consumable test booklets for grades K–2, are secure documents. Test security guidelines dictate that test booklets are **not** to be examined before the test administration. Each test booklet contains a sequential, unique document security ID number. This ID number is for document security purposes only and does not correspond with numbers printed on the answer documents. Numbers printed on answer documents are used to identify the documents during scoring. Test booklets must be distributed to all students in spiral order (A, B, C, D, etc.).

#### Consumable Test Booklets for Grades K–2

Each student in grades K, 1, and 2 will receive one consumable (scannable) test booklet. The consumable test booklets are designed to be machine-scored and need to be handled in the same manner as the answer documents. Consumable test booklets should not be folded, clipped, stapled, taped, or torn.

Upon completion of testing, after materials have been collected from students, Test Administrators must verify that the same four guidelines have been followed as listed for Answer Documents above.

Student demographic information for students in grades K–2 should be completed on the consumable test booklets prior to test administration. Detailed instructions on coding the demographic portion of the student’s consumable test booklet are contained in the Test Administration Manuals. Coding for the “Teacher Use Only” Box should be completed after test administration.

Test booklets at grades K, 1, and 2 are consumable, scoreable test booklets. Except for the Vocabulary and Reading tests for grades 1 and 2, all questions will be presented orally by the teacher. Students will mark their answer choices by filling in a circle for each question in their consumable test booklet, which will be machine scored. See page 32 for the content areas that will be tested at grades K, 1, and 2.

## OVERVIEW OF MATERIALS

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### **MATHEMATICS RULERS, PROTRACTORS, AND MANIPULATIVES**

Mathematics rulers are for use on the Algebra I and Geometry End-of-Course Examinations. Mathematics rulers, protractors, and manipulatives are for use on some portions of the Augmented Benchmark Examinations. Please refer to the Test Administration Manuals regarding when rulers, protractors, and manipulatives may be used.

Rulers will be provided in packages of 25 and should be provided to all students being tested with the Algebra I and Geometry End-of-Course Examinations and Augmented Benchmark Examinations.

Students taking the Augmented Benchmark Examinations in grades 7 and 8 may require the use of a protractor. Protractors will be provided in packages of 25 only to students in grades 7 and 8.

Students taking the Augmented Benchmark Examinations at grades 3–6 may also require manipulatives to answer some mathematics items. These manipulatives will be provided in packages containing 25 sheets of green multi-shape pattern blocks and 25 envelopes. Test Administrators will be provided with instructions for separating or having students separate the pattern blocks and placing them in an envelope along with a ruler. Not all students in grades 3–6 will need the manipulatives, but since it will not be possible to identify students who will need them, all students in these grades should receive the pattern blocks. It is recommended that manipulatives be pre-assembled and students given a chance to practice with them prior to testing.

### **MATHEMATICS REFERENCE SHEETS**

Mathematics reference sheets are provided on the inside back cover of the test booklets for the Algebra I and Geometry End-of-Course Examinations. Students may reference these sheets as needed, but under no circumstances should the sheets be detached from the test booklets.

The Mathematics Reference Sheets, for use on some portions of the Augmented Benchmark Examinations, are provided as separate single sheets sent with the Secure Test Materials Shipment. Students may reference these sheets as needed, but under no circumstances should the sheets be copied. The Mathematics Reference Sheets must be returned to Questar in the Nonscoreable Materials Return Shipment. Please refer to page 46 for additional details.

Detaching or photocopying the Mathematics Reference Sheets compromises the integrity of the tests and is a breach of security.

## TESTING GUIDELINES AND SECURITY

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### TEST SECURITY GUIDELINES

**Maintaining test security is a very serious responsibility for all currently licensed Arkansas personnel. Breach of test security is one of the actions for which teaching/administrative licenses can be revoked.**

Districts must have a system in place to ensure that all materials are accounted for and kept secure during testing. Any action that leads to the invalidation of student test scores or compromises the security of the tests or test results will be viewed by the Arkansas Department of Education as an inappropriate use or handling of tests and will be treated as such. The following guidelines are to assist in determining which activities constitute inappropriate testing activities and breaches of test security:

1. The Superintendent or his/her designee in each school district shall be responsible for coordinating all local assessment activities.
2. All District Test Coordinators, School Test Coordinators, and Test Administrators shall be **currently** licensed by the Arkansas Department of Education as a teacher or administrator.
3. The tests must be administered on the scheduled dates as specified in the District and School Test Coordinators' Manuals and the Test Administration Manuals. No portion of the test may be given early.
4. All test materials shall be inventoried upon receipt at the district and school. Test booklets and Test Administration Manuals for grades K–2 must be kept in a secure area at all times, except during the formal testing sessions.
5. The tests must be administered in strict accordance with the instructions outlined in the District and School Test Coordinators' Manuals and the Test Administration Manuals. These instructions include reading directions verbatim to students during testing.
6. Test booklets with multiple forms must be distributed to all students in spiral order, including special education and LEP students. Distributing forms incorrectly is considered a testing irregularity.
7. The Superintendent or his/her designee in each school district shall be responsible for ensuring that all district personnel involved in the testing have been properly trained as specified by the Arkansas Department of Education.
8. The Superintendent or his/her designee in each school district shall be responsible for ensuring that all assessment documents and student identification information are properly and accurately coded and that ALL students have participated in the appropriate grade-level assessment(s).
9. The Superintendent or his/her designee in each school district shall be responsible for ensuring that Individualized Education Programs, Limited English Proficient Assessment Plans, and/or 504 Plans shall specify any state-approved accommodation(s) available to students participating in the administration of standard state assessments.
10. The Superintendent or his/her designee in each school district shall be responsible for ensuring that all students enrolled in a state-tested grade or course shall be accounted for in the State Assessment System.
11. District staff may **not** read, review, or in any way duplicate or reproduce the test booklets, the associated test items, the writing prompts, or other secure materials. Removing or copying the Mathematics Reference Sheet provided in or with the test booklets is a breach of security.
12. All District Superintendents, District Test Coordinators, Building Principals, School Test Coordinators, and Test Administrators must sign the appropriate Test Security Affidavit. All Test Security Affidavits must be returned to Questar with the scoreable materials.
13. Students must not be exposed to answers of items at any time before, during, or after testing. Upon reporting, customized CRT items that contribute to at least 50% of the points possible on the student score report will be released and may be used by public schools for instructional purposes.
14. Student responses to test items must represent the student's own independent and unaided thinking and must not be read, reviewed, or changed during or after testing.
15. Students are not allowed to use scratch paper **except for grades 1–2**. The use of scratch paper is considered a breach of security.

## TESTING GUIDELINES AND SECURITY

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16. Students cannot have any materials (e.g., books, magazines, newspapers, homework) except testing materials during the testing sessions.
17. No electronic devices with photographic capability shall be accessible at any time during test administration [Arkansas Code 6-18-502(b)]. Other electronic equipment that allows for communication among students shall not be accessible at any time during test administration (e.g., cell phone, iPod, MP3 player).
18. If students are permitted to use their own calculators, it is the responsibility of the Test Administrator to certify that these calculators meet the requirements specified in the District and School Test Coordinators' Manuals and in the Test Administration Manuals. Failure on the part of the Test Administrator to verify that each calculator meets the requirements will constitute a breach of security. Calculator use is not permitted at grades K–2.
19. It is the responsibility of the Test Administrator to clear the memory of each calculator both at the beginning and end of each testing day. Failure to do so constitutes a breach of security.
20. During the test administration, Test Administrators should continually monitor the testing process by moving unobtrusively about the room. The Test Administrator is to devote total attention to the students being tested and not work on other things. Test Administrators shall not access computers or other electronic equipment during the assessment.
21. **All** test booklets and Test Administration Manuals for grades K–2, used and unused, scratch paper, and Mathematics Reference Sheets shall be inventoried subsequent to testing and returned to the testing company in the prescribed manner on the prescribed dates. Any test booklets not returned by the district on the dates required shall be reported to Dr. Gayle Potter at the Arkansas Department of Education.
22. All known violations of the Arkansas Department of Education security regulations shall be reported in writing, signed by the reporter, and addressed to Dr. Gayle Potter at the Arkansas Department of Education. All security violations shall be investigated by the state.

### TEST SECURITY PROCEDURES

Shrink-wrapped secure materials may leave the district's secure location no more than five (5) school days before the first testing session. However, it is strongly recommended that materials not leave the district's secure location more than three (3) school days before the first testing session unless the size of the district absolutely necessitates more time for distribution. The Test Administration Manual for grades K–2 and **all** test booklets are secure materials.

Security ID numbers have been assigned to and printed on the Test Administration Manual for grades K–2 and all test booklets. These materials are shrink-wrapped with a label that indicates the security ID numbers of the documents enclosed and the quantity included in the package. **Due to security reasons, the shrink-wrapped packages of Test Administration Manuals for grades K–2 and all test booklets may be opened no earlier than one (1) school day before the first day of testing for organizational purposes only.** No one may look inside test booklets for any reason. No Test Administration Manuals for grades K–2 or test booklets should be distributed to Test Administrators until the first day of testing.

During each test session, students must use the same test booklet and answer document, or consumable test booklet, given to them at the beginning of testing. In the answer documents, students will mark/write their responses. (Students in grades K–2 will mark their answers in the consumable test booklets.) The test booklet and answer document for each student must be kept together throughout **all** sessions for all tests. Therefore, it is strongly advised that students be tested in the same group each day.

No part of any examination may be downloaded into any assistive device.

The listing of test security guidelines (see pages 24–25 in this handbook) is also contained in all testing manuals. All personnel involved with testing should read and be familiar with these guidelines.

## TESTING GUIDELINES AND SECURITY

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### TEST SECURITY AFFIDAVITS

District Superintendents, District Test Coordinators, Building Principals, School Test Coordinators, and Test Administrators must sign affidavits regarding the security of test materials. Each district will receive one (1) set of affidavits for Grade 11 Literacy, one (1) set of affidavits for Algebra I, one (1) set of affidavits for Geometry and Biology, and one (1) set of affidavits to be used for both the Augmented Benchmark Examinations and The Iowa Tests. Affidavits must be copied\* as needed to provide forms to the schools and for all Test Administrators. There are three (3) types of affidavits as follows:

**Affidavit 1—District Level Test Security Form.** The district-level affidavit needs to be signed by the District Superintendent and the District Test Coordinator. One (1) copy, each, needs to be signed for Grade 11 Literacy, Algebra I, Geometry and Biology combined, the Augmented Benchmark Examinations, and The Iowa Tests in the district.

**Affidavit 2—School Level Test Security Form.** The school-level affidavit needs to be signed by the School Test Coordinator and Building Principal. The District Test Coordinator should make copies of the school-level affidavit in order to provide one to every school with students being tested. One (1) copy, each, needs to be signed for Grade 11 Literacy, Algebra I, Geometry and Biology combined, the Augmented Benchmark Examinations, and The Iowa Tests in the school.

**Affidavit 3—Test Administrator Security Form.** The Test Administrator affidavit contains space for the signatures of five (5) Test Administrators. The District Test Coordinator should make copies of the Test Administrator affidavit in order to provide one to every school with students being tested. Each school may make as many copies as will be needed for all Test Administrators to sign. **A separate Affidavit 3 needs to be signed and submitted for each grade or course being tested.**

All completed and signed affidavits must be returned with the scoreable materials according to instructions provided in the manuals for District and School Test Coordinators. See pages 52–54 for samples of the affidavits.

**Note:** Affidavits 1 and 2 may be completed for multiple courses or grades as long as each course or grade is checked. A separate Affidavit 3 must be submitted for each course or grade with only one course or grade checked.

\*Affidavits do not need to be copied onto colored paper.



## TESTING GUIDELINES AND SECURITY

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### TEST BOOKLET AND TEST ADMINISTRATION MANUAL SECURITY FORMS

Schools will receive a Test Booklet Security Form for each grade or course tested in the school. Test Administration Manuals for grades K–2 contain “live” (operational) items and are secure. Therefore, schools with grades K, 1, and/or 2 will also receive a Test Administration Manual Security Form for each grade tested.

The forms must be used to distribute test booklets and secure manuals to Test Administrators and to account for all test booklets and secure manuals, daily, after testing. Space is provided on the forms to enter the range of test booklet or secure manual security ID numbers assigned to each Test Administrator. School Test Coordinators and/or Test Administrators must count test booklets and secure manuals and initial the form when they are distributed to the Test Administrator and when they are returned to the School Test Coordinator on a **daily** basis. The security forms shall be used in tracking test booklets and secure manuals assigned to Test Administrators. The School Test Coordinators shall verify the number of test booklets and secure manuals returned by each Test Administrator. See page 56 for a sample of the security form. Test Booklet and Test Administration Manual Security Forms must be returned with the appropriate administration’s nonscoreable materials. Careful attention to completing the security forms will minimize lost test booklets and secure manuals. Separate Test Booklet Security Forms will be provided for Large Print and Braille test booklets. The completed security forms are to be returned with the secure materials according to the instructions provided in the District and School Test Coordinators’ Manuals. District Test Coordinators should make a copy of the completed Test Booklet and Test Administration Manual Security Forms for the district records.

### SECURE PROCEDURES FOR SCRATCH PAPER (GRADES 1–2 ONLY)

Scratch paper can be provided for students in grades 1 and 2. Please be familiar with the security procedures for scratch paper on page 28. If students in grades 1 and 2 use scratch paper, the additional student labels provided for students must be affixed to the scratch paper in the top right-hand corner. Scratch paper must be included in the Nonscoreable Materials Return Shipment. If a student does not have a student label, then the student’s State Reporting Identification Number, name, and school must be written on the scratch paper. Even if a student does not use scratch paper, but has access to it, that paper must still be returned to Questar.

### TRANSFERRING MATERIALS FROM DISTRICT TO DISTRICT

It is critical that materials be inventoried as soon as they are received so that additional materials can be ordered if necessary. However, there may be situations when ordering materials in time for testing is not possible. In an emergency, materials may be transferred from one district to another.

If secure materials (test booklets and Test Administration Manuals for grades K–2) are transferred from one district to another, the District Test Coordinator must complete and fax the Secure Material Transfer Form to the ADE **and** to Questar (see sample on page 57). The District Test Coordinator must follow all instructions on the form to ensure that test security is maintained. Additionally, districts must note the transfer on both Test Security Affidavit 1 and the appropriate Test Booklet or Test Administration Manual Security Form.

The transfer of secure materials must be handled by someone **currently** licensed by the ADE as an Arkansas teacher or administrator. Transfer of secure materials must be done either by hand delivering them or by a method that is trackable (FedEx or UPS). Be sure to keep all paperwork related to the shipment. **District Test Coordinators must call the ADE for instructions regarding the transfer of a used answer document or consumable test booklet for any student moving from one district to another during testing.**

## TESTING GUIDELINES AND SECURITY

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Non-secure materials, including **unused/blank** answer documents, rulers, manuals (except Test Administration Manuals for grades K–2), parent pamphlets, etc., may be transferred to another district without documentation and without contacting Questar or the ADE.

Before transferring any scratch paper for grades 1–2 or Mathematics Reference Sheets for grades 3–8, you must call the ADE at 501-682-4558.

### MATERIALS PROHIBITED DURING TEST ADMINISTRATION

Students cannot have any materials (e.g., books, magazines, newspapers, homework) except testing materials during the testing sessions. If students finish a session early, they may review only the current session test answers and then sit quietly. Collect rulers, protractors, and/or manipulatives from students, if applicable, after the completion of the last mathematics session on which these materials can be used.

**Scratch Paper**—Except for grades K–2, students may write in their test booklets. **No scratch paper may be provided** for students in grade K, grades 3–9, the Grade 11 Literacy Examination, or Spring End-of-Course Examinations (the use of scratch paper is a breach of security). However, students may use blank spaces in the test booklets to do scratch work. For open-response items, students must show all of their work in the spaces provided in the answer documents; **any work recorded in the test booklets will NOT be scored**. Only work recorded with a No. 2 pencil in the answer documents will be scored.

**Electronic Devices**—No electronic devices with photographic capability shall be accessible at any time during test administration [Arkansas Code 6-18-502(b)]. Other electronic equipment that allows for communication among students shall not be accessible at any time during test administration (e.g., cell phone, iPod, MP3 player).

**Food and Drink**—During testing, no food or drink is allowed in the testing area.

**Highlighters**—Highlighters may be used on the test booklets **ONLY** (except for grades K–2). **No** highlighters may be used on the answer documents or consumable test booklets.

**Ink Pens/Felt-Tip Markers**—Ink pens and felt-tip markers must **not** be used on any answer document or consumable test booklet. **Use a No. 2 pencil only.**

### CALCULATOR USE AND RESTRICTIONS

Within the Augmented Benchmark Examinations and The Iowa Test at grade 9, most sessions permit calculator use. However, during certain sessions, calculators may **not** be used. Calculators may be used in all mathematics sessions of the Algebra I and Geometry End-of-Course Examinations. Calculators may **not** be used on the Biology End-of-Course Examination, the science portions of the Augmented Benchmark Examinations, or The Iowa Tests for grades K–2. See the Test Administration Manuals for further information on calculators. **Students may NOT share calculators during testing sessions and may have only ONE calculator during testing.**



## TESTING GUIDELINES AND SECURITY

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Students may use any four-function, scientific, or graphing calculator, as long as it does not have any of the features on the list below.

**Calculators that may NOT be used for any session of the examinations include the following:**

- Pocket organizers
- Hand-held or laptop computers
- Electronic writing pads or pen-input devices
- Calculators built into cellular phones or other wireless communication devices
- Calculators with QWERTY (typewriter-like) pads
- Calculators with paper tape
- Calculators that “talk” or make unusual noises
- Calculators that require an electrical outlet
- Calculators with built-in capability to simplify algebraic expressions, multiply polynomials, or factor polynomials
- CAS (often designated Computer Algebra Systems)
- Calculators that can communicate wirelessly with other calculators

**Some examples of specific calculator models prohibited include the following:**

- Casio CFX-9970G, Algebra FX 2.0, and ClassPad300
- Hewlett-Packard HP-40G, HP-48gII, HP-49G, and HP-50G
- Texas Instruments TI-89 or TI-92
- Voyage 200

**TI-nspire calculators without CAS are allowed only in the following two cases:**

- 1) with the TI-84 Plus keypad**
- 2) with the nspire keypad using operating system 1.7 or higher with both “Limit geometry functions” and “Disable function grab and move” invoked in Press-to-Test mode. You must invoke Press-to-Test mode at the beginning of each session and exit Press-to-Test mode at the end of each session.**

If students are permitted to use their own calculators, it is the responsibility of the Test Administrator to certify that these calculators meet the above requirements. Failure on the part of the Test Administrator to verify that each calculator meets the above requirements will constitute a breach of security.

It is the responsibility of the Test Administrator to clear the memory of each calculator at the beginning and end of each testing day. Failure to do so constitutes a breach of security.

Make sure that students using calculators have practiced using them and are familiar with the use of the calculator in testing situations with items similar to those they will see on the examination (i.e., open-response items). It is also important that students understand that while they are allowed to use calculators, it is still essential that the students show all of their work when responding to the open-response items.

If one student has the opportunity to use a calculator, then all students in the class should have equal access to a calculator. However, there should be no perceived disadvantage to students whether they are encouraged to use calculators or not allowed to use them. The test items were designed to minimize the amount of computational effort the students would need on the test. Those who teach mathematics in your school should decide whether or not calculators should be used.

No electronic devices with photographic capability shall be accessible at any time during test administration [Arkansas code 6-18-502(b)].

## TESTING GUIDELINES AND SECURITY

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### READING OF MATHEMATICS, WRITING, AND SCIENCE

Special Education students, Limited English Proficient students, and students with a 504 Plan may receive the accommodation of having portions of the mathematics, writing, and/or science portions of the Grade 11 Literacy Examination, End-of-Course Examinations, Augmented Benchmark Examinations, or The Iowa Tests read to them if the accommodation is listed in their IEPs, LPAC Plans, or 504 Plans and is used on a regular basis in the classroom. **Do not** code the Special Education Accommodations section for 504 students. However, they may still receive accommodations that are in the students' 504 Plans and used regularly in the classroom. **Reading of test questions or reading passages for the reading test is not allowed under any circumstances except when test administration instructions indicate test materials are read to all students.**

### TRANSCRIPTION OF STUDENT RESPONSES

Only teachers or administrators who are **currently** licensed by the Arkansas Department of Education are allowed to transcribe a test for students who have this accommodation. The Affidavit Waiver Form provided on page 55 must be copied and signed by the currently licensed Arkansas teachers or administrators providing the accommodation and stapled to Affidavit 3—Test Administrator Security Form. Keep one copy on file at the district.

**Note:** In certain cases, a student's responses to test questions will require transcription (i.e., the responses must be coded or written in the student's answer document or consumable test booklet by someone other than the student). In those cases where a student's responses to test questions require transcription (e.g., Large Print version, Braille version, other approved accommodations), this transcription needs to be done by a teacher or administrator who is **currently** licensed by the Arkansas Department of Education and **must** occur within the district, prior to the shipment of materials to Questar. If this transcription does not occur within the district, the student's responses will be treated as nonscoreable or "not taken" by the contractor. Ideally, the transcription should be performed by the District Test Coordinator or someone working directly under his or her supervision.

### ALERTS

Student responses are confidential with scorers seeing only an answer document identification number for any response to an open-response item or essay topic. However, there is an approved alert process in place for any response that is disturbing or indicates some administrative irregularity (e.g., any potential danger to the student or others, illegal activity, cheating, breach of test security). In the case of an alert situation, Questar will notify Dr. Gayle Potter at the Arkansas Department of Education who will notify the Superintendent. In these cases, the Arkansas Department of Education and the Superintendent constantly maintain student confidentiality.

### TEST ADMINISTRATOR GUIDELINES

There should be at least one Test Administrator appointed for each group of approximately 25 students. Test Administrators are responsible for attending local test administration training, including discussion of test schedule and procedure, and how to appropriately provide accommodations and obtain answers to questions.

## 2011 TESTING SESSION GUIDELINES AND SCHEDULE

### GRADE 11 LITERACY EXAMINATION TESTING SESSION GUIDELINES AND SCHEDULE

The Grade 11 Literacy Examination will consist of 16 forms.

It is recommended that students be allowed at least a 15-minute break after Sessions R2, R4, W5, R8, W9, and R11. It is also recommended that students be given short breaks of 5 minutes after all other sessions. Lunch and other breaks can be added to the schedule between sessions. Testing sessions must be completed at the conclusion of the school day.

DAY	SESSION	NUMBER OF ITEMS	MINUTES
<b>Tuesday</b> March 8, 2011	-	Student Demographic Information	15
	<b>R1</b>	Reading—8 multiple-choice items & 1 open-response item	25
	<b>R2</b>	Reading—8 multiple-choice items & 1 open-response item	25
	<b>R3</b>	Reading—8 multiple-choice items & 1 open-response item	25
	<b>R4</b>	Reading—8 multiple-choice items & 1 open-response item	25
	<b>W5</b>	Writing Prompt #1	45
	<b>W6</b>	Writing—12 multiple-choice items	20
<b>Wednesday</b> March 9, 2011	<b>R7</b>	Reading—8 multiple-choice items & 1 open-response item	25
	<b>R8</b>	Reading—8 multiple-choice items & 1 open-response item	25
	<b>W9</b>	Writing Prompt #2	45
	<b>W10</b>	Writing—12 multiple-choice items	20
	<b>R11</b>	Reading—8 multiple-choice items & 1 open-response item	25
	<b>R12</b>	Reading—8 multiple-choice items & 1 open-response item	25

**The tests must be administered on the scheduled dates shown above. No portion of the test may be given early.**

## 2011 TESTING SESSION GUIDELINES AND SCHEDULE

### THE IOWA TESTS TESTING SESSION GUIDELINES AND SCHEDULE

DAY	GRADE	TESTS	MINUTES
<b>Testing Window*</b> April 4–15, 2011	<b>K</b>	Vocabulary—31 multiple-choice items	20
		Language—31 multiple-choice items	25
		Mathematics—35 multiple-choice items	25
		Reading—48 multiple-choice items	43
	<b>1</b>	Vocabulary—30 multiple-choice items	15
		Reading—34 multiple-choice items	35
		Language—46 multiple-choice items	30
		Math Concepts—29 multiple-choice items	20
		Math Problems—28 multiple-choice items	25
	<b>2</b>	Vocabulary—32 multiple-choice items	15
		Reading—38 multiple-choice items	35
		Language—54 multiple-choice items	30
		Math Concepts—31 multiple-choice items	20
		Math Problems—30 multiple-choice items	25
	<b>9</b>	Student Demographic Information	15
		Vocabulary—40 multiple-choice items	15
		Reading Comprehension—44 multiple-choice items	40
		Language: Revising Written Materials—56 multiple-choice items	40
		Mathematics: Concepts and Problem Solving—40 multiple-choice items	40
		Computation—30 multiple-choice items	15

\* Districts have the option to decide when the tests for grades K, 1, 2, and 9 will be administered within the testing window. Please see the Test Administration Manuals for grades K–2 and 9 for additional guidelines.

## 2011 TESTING SESSION GUIDELINES AND SCHEDULE

### AUGMENTED BENCHMARK EXAMINATIONS TESTING SESSION GUIDELINES AND SCHEDULE

The Augmented Benchmark Examinations will consist of 12 forms for each grade. For grades 3, 4, 6, and 8, it is recommended that students be allowed at least a 15-minute break after the following sessions: M2, M3, M6, R9, and L13. For grades 5 and 7, it is recommended that students be allowed at least a 15-minute break after the following sessions: S2, S4, M7, M8, M11, R14, L18, and M19. For all grades it is also recommended that students be given short breaks of 5 minutes after all other sessions. Lunch and other breaks can be added to the schedule between sessions. Testing sessions must be completed at the conclusion of the school day.

DAY	GRADE(S)	SESSION	TESTS	MINUTES
<b>Monday</b> April 11, 2011	Grade 5	-	Student Demographic Information	15
		S1	22 multiple-choice items	35
		S2	2 open-response items	30
		S3	2 open-response items	30
		S4	14 multiple-choice items	25
		S5	2 open-response items	30
	Grade 7	-	Student Demographic Information	15
		S1	22 multiple-choice items	35
		S2	2 open-response items	30
		S3	2 open-response items	30
		S4	14 multiple-choice items	25
		S5	2 open-response items	30
<b>Tuesday</b> April 12, 2011	Grade 3	-	Student Demographic Information	15
		M1	10 multiple-choice items	15
		M2	2 open-response items	30
		M3	2 open-response items	30
		W4	Writing Prompt #1	45
	Grade 4	-	Student Demographic Information	15
		M1	10 multiple-choice items	15
		M2	2 open-response items	30
		M3	2 open-response items	30
		W4	Writing Prompt #1	45
	Grade 5	M6	10 multiple-choice items	15
		M7	2 open-response items	30
		M8	2 open-response items	30
		W9	Writing Prompt #1	45
	Grade 6	-	Student Demographic Information	15
		M1	10 multiple-choice items	15
		M2	2 open-response items	30
		M3	2 open-response items	30
		W4	Writing Prompt #1	45
	Grade 7	M6	10 multiple-choice items	15
		M7	2 open-response items	30
		M8	2 open-response items	30
		W9	Writing Prompt #1	45

## 2011 TESTING SESSION GUIDELINES AND SCHEDULE

DAY	GRADE(S)	SESSION	TESTS	MINUTES
<b>Tuesday</b> April 12, 2011	Grade 8	-	Student Demographic Information	15
		M1	10 multiple-choice items	15
		M2	2 open-response items	30
		M3	2 open-response items	30
		W4	Writing Prompt #1	45
<b>Wednesday</b> April 13, 2011	Grade 3	M5	24 multiple-choice items	40
		M6	2 open-response items	30
		W7	Writing Prompt #2	45
	Grade 4	M5	25 multiple-choice items	40
		M6	2 open-response items	30
		W7	Writing Prompt #2	45
	Grade 5	M10	25 multiple-choice items	40
		M11	2 open-response items	30
		W12	Writing Prompt #2	45
	Grade 6	M5	25 multiple-choice items	40
		M6	2 open-response items	30
		W7	Writing Prompt #2	45
	Grade 7	M10	20 multiple-choice items	30
		M11	2 open-response items	30
		W12	Writing Prompt #2	45
	Grade 8	M5	19 multiple-choice items	30
		M6	2 open-response items	30
		W7	Writing Prompt #2	45
<b>Thursday</b> April 14, 2011	Grade 3	R8	8 multiple-choice items / 1 open-response item	30
		R9	8 multiple-choice items / 1 open-response item	30
		R10	8 multiple-choice items / 1 open-response item	30
		R11	8 multiple-choice items / 1 open-response item	30
	Grade 4	R8	8 multiple-choice items / 1 open-response item	30
		R9	8 multiple-choice items / 1 open-response item	30
		R10	8 multiple-choice items / 1 open-response item	30
		R11	8 multiple-choice items / 1 open-response item	30
	Grade 5	R13	8 multiple-choice items / 1 open-response item	30
		R14	8 multiple-choice items / 1 open-response item	30
		R15	8 multiple-choice items / 1 open-response item	30
		R16	8 multiple-choice items / 1 open-response item	30
	Grade 6	R8	8 multiple-choice items / 1 open-response item	30
		R9	8 multiple-choice items / 1 open-response item	30
		R10	8 multiple-choice items / 1 open-response item	30
		R11	8 multiple-choice items / 1 open-response item	30

## 2011 TESTING SESSION GUIDELINES AND SCHEDULE

DAY	GRADE(S)	SESSION	TESTS	MINUTES
<b>Thursday</b> April 14, 2011	Grade 7	R13	8 multiple-choice items / 1 open-response item	30
		R14	8 multiple-choice items / 1 open-response item	30
		R15	8 multiple-choice items / 1 open-response item	30
		R16	8 multiple-choice items / 1 open-response item	30
	Grade 8	R8	8 multiple-choice items / 1 open-response item	30
		R9	8 multiple-choice items / 1 open-response item	30
		R10	8 multiple-choice items / 1 open-response item	30
		R11	8 multiple-choice items / 1 open-response item	30
<b>Friday</b> April 15, 2011	Grade 3	R12	Part 1—10 multiple-choice items	5
			Part 2—17 multiple-choice items	25
		L13	43 multiple-choice items	30
		M14	Part 1—19 multiple-choice items	22
			Part 2—4 multiple-choice items	3
	Grade 4	R12	Part 1—11 multiple-choice items	5
			Part 2—19 multiple-choice items	25
		L13	47 multiple-choice items	30
		M14	Part 1—21 multiple-choice items	22
			Part 2—4 multiple-choice items	3
	Grade 5	R17	Part 1—12 multiple-choice items	5
			Part 2—20 multiple-choice items	25
		L18	51 multiple-choice items	30
		M19	Part 1—23 multiple-choice items	22
			Part 2—5 multiple-choice items	3
		S20	37 multiple-choice items	30
	Grade 6	R12	Part 1—13 multiple-choice items	5
			Part 2—21 multiple-choice items	25
		L13	54 multiple-choice items	30
		M14	Part 1—25 multiple-choice items	22
			Part 2—5 multiple-choice items	3
	Grade 7	R17	Part 1—14 multiple-choice items	5
			Part 2—22 multiple-choice items	25
		L18	57 multiple-choice items	30
		M19	Part 1—27 multiple-choice items	22
			Part 2—6 multiple-choice items	3
		S20	41 multiple-choice items	30
	Grade 8	R12	Part 1—14 multiple-choice items	5
			Part 2—23 multiple-choice items	25
		L13	59 multiple-choice items	30
		M14	Part 1—29 multiple-choice items	22
			Part 2—6 multiple-choice items	3

The tests must be administered on the scheduled dates shown above. No portion of the test may be given early.

## 2011 TESTING SESSION GUIDELINES AND SCHEDULE

### END-OF-COURSE EXAMINATIONS TESTING SESSION GUIDELINES AND SCHEDULE

The Algebra I, Geometry, and Biology End-of-Course Examinations will consist of 20 forms for each subject.

It is recommended that students be allowed at least a 15-minute break after Sessions A2, A3, and A6 of the Algebra I examination, Sessions G2, G3, and G6 of the Geometry examination, and after Sessions B2, B3, and B6 of the Biology examination. It is also recommended that students be given short breaks of 5 minutes after all other sessions. Lunch and other breaks can be added to the schedule between sessions. Testing sessions must be completed at the conclusion of the school day.

DAY	SUBJECT	SESSION	NUMBER OF ITEMS	MINUTES
<b>Tuesday</b> April 19, 2011	Geometry	–	Student Demographic Information	15
		<b>G1</b>	20 multiple-choice items	30
		<b>G2</b>	15 multiple-choice items	25
		<b>G3</b>	3 open-response items	45
		<b>G4</b>	20 multiple-choice items	30
<b>Wednesday</b> April 20, 2011	Geometry	<b>G5</b>	15 multiple-choice items	25
		<b>G6</b>	2 open-response items	30
		<b>G7</b>	20 multiple-choice items	30
		<b>G8</b>	2 open-response items	30
<b>Tuesday</b> April 26, 2011	Biology	-	Student Demographic Information	15
		<b>B1</b>	20 multiple-choice items	30
		<b>B2</b>	15 multiple-choice items	25
		<b>B3</b>	3 open-response items	45
		<b>B4</b>	20 multiple-choice items	30
<b>Wednesday</b> April 27, 2011	Biology	<b>B5</b>	15 multiple-choice items	25
		<b>B6</b>	2 open-response items	30
		<b>B7</b>	20 multiple-choice items	30
		<b>B8</b>	2 open-response items	30
<b>Tuesday</b> May 10, 2011	Algebra I	-	Student Demographic Information	15
		<b>A1</b>	20 multiple-choice items	30
		<b>A2</b>	15 multiple-choice items	25
		<b>A3</b>	3 open-response items	45
		<b>A4</b>	20 multiple-choice items	30
<b>Wednesday</b> May 11, 2011	Algebra I	<b>A5</b>	15 multiple-choice items	25
		<b>A6</b>	2 open-response items	30
		<b>A7</b>	20 multiple-choice items	30
		<b>A8</b>	2 open-response items	30

The tests must be administered on the scheduled dates shown above. No portion of the test may be given early.



## PROCEDURES FOLLOWING TEST ADMINISTRATION

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### COMPLETING THE “TEACHER USE ONLY” BOX

**Information coded in the “Teacher Use Only” Box is used to place students in the appropriate reporting categories, to determine the school and district Annual Yearly Progress (AYP) for No Child Left Behind, and for the state accountability system.** Therefore, it is critical that the information requested be completed correctly as applicable to each student. Students will not be reported correctly if the appropriate information is not coded on their answer documents or consumable test booklets. **Coding for students cannot be changed after answer documents or consumable test booklets are sent to Questar.**

Fill in the “Teacher Use Only” Box on the front cover of the answer document or the back cover of the consumable test booklet **after** all testing is completed. The Test Administrator and the person **authorized** to mark the Free and/or Reduced Lunch section are the only persons who should mark this box. See page 41 for information about persons authorized to mark the Free and/or Reduced Lunch section.

Verify that students did not mark any circle(s) in the “Teacher Use Only” Box.

The sections in the “Teacher Use Only” Box include the following: Course Taken (Geometry and Algebra I only), Monitored Former LEP, Student Retest (Algebra I only), ESI Codes, Special Education Accommodations, Free and/or Reduced Lunch, Migrant Student, Gifted and Talented, Highly Mobile, Limited English Proficient (LEP), LEP student less than one year in the U.S., LEP Accommodations, and Student NOT Tested (on page 2 of the answer document and on the inside back cover of the consumable test booklet).

After all testing is finished, the “Teacher Use Only” Box must be completed. If a student label has been used, it is not necessary to code the circles for Monitored Former LEP, Student Retest (Algebra I only), ESI Codes, Free and/or Reduced Lunch, Gifted and Talented, and Limited English Proficient (LEP) in the “Teacher Use Only” Box. This information is already contained in the student label barcode and will override information coded in the “Teacher Use Only” Box. Only those sections of the “Teacher Use Only” Box that have an asterisk (Course Taken, Special Education Accommodations, Migrant Student, Highly Mobile, LEP student less than one year in the U.S., LEP Accommodations, and Student NOT Tested) need to be completed, as appropriate, if a student label is used.

The following pages provide instructions for completing all of the sections in the “Teacher Use Only” Box, as appropriate for each student.

**Important:** A student label **must** be used on a student answer document, consumable test booklet, or Student Not Tested Form if one is provided for a student. Information provided by the ADE from APSCN/TRIAND will override anything coded for the sections of the “Teacher Use Only” Box without an asterisk. If information for a student is incorrect, it must be updated in APSCN/TRIAND prior to testing. See page 13 for more information about updating student demographic information and pages 38–39 regarding updating Student Retest information.

## PROCEDURES FOLLOWING TEST ADMINISTRATION

A sample of the “Teacher Use Only” Box appears below. (Note: Overall appearance will vary, depending on the examination being administered.)

<b>TEACHER USE ONLY</b>	SPECIAL EDUCATION ONLY	<input type="radio"/> Free and/or Reduced Lunch  <input type="radio"/> *Migrant Student  <input type="radio"/> Gifted and Talented  <input type="radio"/> *Highly Mobile Student enrolled in school/ district after October 1, 2010	LEP ONLY														
*Course Taken <input type="radio"/> Algebra <input type="radio"/> Algebra A & B <input type="radio"/> Other	ESI Codes <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">① AU</td> <td style="width: 33%;">⑤ MD</td> <td style="width: 33%;">⑨ SLD</td> </tr> <tr> <td>② DB</td> <td>⑥ OI</td> <td>⑩ SI</td> </tr> <tr> <td>③ HI</td> <td>⑦ OHI</td> <td>⑪ TBI</td> </tr> <tr> <td>④ MR</td> <td>⑧ ED</td> <td>⑫ VI</td> </tr> </table>	① AU	⑤ MD	⑨ SLD	② DB	⑥ OI	⑩ SI	③ HI	⑦ OHI	⑪ TBI	④ MR	⑧ ED	⑫ VI		<input type="radio"/> Limited English Proficient (LEP)  <input type="radio"/> *LEP student less than one year in the U.S.		
① AU	⑤ MD	⑨ SLD															
② DB	⑥ OI	⑩ SI															
③ HI	⑦ OHI	⑪ TBI															
④ MR	⑧ ED	⑫ VI															
Monitored Former LEP <input type="radio"/> Year 1 <input type="radio"/> Year 2	*Special Education Accommodations <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">① TRAN</td> <td style="width: 50%;">⑧ MD</td> </tr> <tr> <td>② REC</td> <td>⑨ NB</td> </tr> <tr> <td>③ SIGN</td> <td>⑩ IS</td> </tr> <tr> <td>④ PREF</td> <td>⑪ ET</td> </tr> <tr> <td>⑤ SMGT</td> <td>⑫ LPT</td> </tr> <tr> <td>⑥ INT</td> <td>⑬ BT</td> </tr> <tr> <td>⑦ RMT/RWT/RST</td> <td>⑭ AB</td> </tr> </table>	① TRAN	⑧ MD	② REC	⑨ NB	③ SIGN	⑩ IS	④ PREF	⑪ ET	⑤ SMGT	⑫ LPT	⑥ INT	⑬ BT	⑦ RMT/RWT/RST	⑭ AB		*LEP Accommodations ① LEP - ET ② LEP - WTWD ③ LEP - IS ④ LEP - PREF ⑤ LEP - SMGT ⑥ LEP - INT ⑦ LEP - RMT/RWT/RST ⑧ LEP - NB
① TRAN	⑧ MD																
② REC	⑨ NB																
③ SIGN	⑩ IS																
④ PREF	⑪ ET																
⑤ SMGT	⑫ LPT																
⑥ INT	⑬ BT																
⑦ RMT/RWT/RST	⑭ AB																
Student Retest <input type="radio"/> Retest 1 <input type="radio"/> Retest 2																	
Student NOT Tested Mark the reason in Box 9 on page 2.																	

### \*Course Taken

Complete the Course Taken section of the “Teacher Use Only” Box, as appropriate, regardless of whether or not a student label is used. The Course Taken section is only for the Algebra I and Geometry exams.

### Monitored Former LEP

A student’s Monitored Former LEP status does not need to be coded if a student label is used. If a student label is not used, complete the Monitored Former LEP section of the “Teacher Use Only” Box as appropriate. Fill in the circle for Year 1 if the student is in the first year of monitoring, and fill in the circle for Year 2 if the student is in the second year of monitoring.

Monitored Former LEP (MFLEP) students include

- students who have exited out of a language instruction educational program funded by Title III into classrooms that are not tailored for LEP students;
- students who were exited from ESL services and whose academic progress is being monitored for two years in the regular education classroom as required by Federal law;
- students who were identified as LEP at some time in the prior two years but who no longer meet the state’s definition of LEP.

### Student Retest (Algebra I only)

A Student Retest section is included in the “Teacher Use Only” Box on the student answer document for the Spring Algebra I End-of-Course Examination. A student’s retest information does not need to be coded on the student answer document if a student label is used. If a student label is not used, complete the Student Retest section of the “Teacher Use Only” Box for each student taking an Algebra I Spring End-of-Course Examination retest opportunity.

Fill in the “Retest 1” circle for any student who was in grade 9 or below during the 2009–2010 school year and meets **all** of the following requirements:

- has previously taken **one** Algebra I End-of-Course Examination and has not scored at the *Pass* level
- has completed remediation according to their Individualized Academic Improvement Plan (IAIP)
- has been determined by the district to be ready to take an Algebra I End-of-Course retest opportunity.

\*An asterisk indicates that the section **must** be coded whether or not a student label is used.

## PROCEDURES FOLLOWING TEST ADMINISTRATION

Fill in the “Retest 2” circle for any student who was in grade 9 or below during the 2009–2010 school year and meets **all** of the following requirements:

- has previously taken **two** Algebra I End-of-Course Examinations and has not scored at the *Pass* level
- has completed remediation according to their Individualized Academic Improvement Plan (IAIP)
- has been determined by the district to be ready to take an Algebra I End-of-Course retest opportunity.

**Important:** If student retest information is incorrect on the Preliminary Demographic Verification Roster, please contact Dr. Neal Gibson (Neal.Gibson@arkansas.gov) or Dr. Greg Holland (Greg.Holland@arkansas.gov) to reconcile any discrepancies by the end of the day on Friday, May 6, 2011.

### ESI Codes

A student’s ESI code does not need to be coded if a student label is used. If a student label is not used, complete the ESI Codes section of the “Teacher Use Only” Box as appropriate.

If a student participated in the testing and is part of a specific educational program, fill in the appropriate circle in the section labeled “ESI Codes” (Exceptional Student Identification). Choose the correct category for each exceptional student according to the list below. Fill in **only one** circle for numbers 1–12. If more than one condition exists, fill in the circle for the **primary** condition. Note that number 5 is MD for students with multiple disabilities.

1	AU	autism	7	OHI	other health impairment
2	DB	deaf-blindness	8	ED	emotional disturbance
3	HI	hearing impairment	9	SLD	specific learning disability
4	MR	mental retardation (both TMR and EMR)	10	SI	speech/language impairment
5	MD	multiple disabilities	11	TBI	traumatic brain injury
6	OI	orthopedic impairment	12	VI	visual impairment

## PROCEDURES FOLLOWING TEST ADMINISTRATION

---

### \*Special Education Accommodations

Complete the Special Education Accommodations section of the “Teacher Use Only” Box, as appropriate, regardless of whether or not a student label is used. Fill in **only one** circle. If more than one accommodation was allowed, fill in the circle for the **primary** accommodation.

1	TRAN	a teacher transfers answers from the student’s test booklet to an answer document or consumable test booklet
2	REC	a teacher records the student’s verbal responses and places them into his/her answer document or consumable test booklet
3	SIGN	directions signed for a student with a hearing impairment
4	PREF	preferential seating (study carrel)
5	SMGT	small group testing
6	INT	individual testing
7	RMT/RWT/RST	reading of the math/writing/science test <b>Important:</b> <i>No portion of the reading test may be read to any student!</i>
8	MD	magnifying devices
9	NB	noise buffers
10	IS	individualized scheduling
11	ET	extended time
12	LPT	Large Print test booklet
13	BT	Braille test booklet
14	AB	abacus

**Do not code** the Special Education Accommodations section for students with a 504 Plan. However, students may still receive accommodations that are in their 504 Plans and used regularly in the classroom.

**Important:** Accommodations 1, 2, 7, 12, and 13 require the Test Administrator to complete the Affidavit Waiver Form.

**Note:** Extended time means that the whole school day may be used for the portion of the test that is scheduled for that day. When extended time is allowed, students who are at different points in the test schedule must be isolated from students on the regular schedule for testing, during breaks, and during lunch.

\* An asterisk indicates that the section **must** be coded whether or not a student label is used.

## PROCEDURES FOLLOWING TEST ADMINISTRATION

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### **Free and/or Reduced Lunch Students**

A student's eligibility for Free and/or Reduced Lunch does not need to be coded if a student label is used. For students without labels, only the person authorized in the agreement signed by the school with Child Nutrition can code the section for students eligible for Free and/or Reduced Lunch. This information must be filled out after testing is completed. This section cannot be marked by the Test Administrator. (Refer to Director's Memo #IA-99-011; contact person is Suzanne Davidson at 501-324-9502.)

### **\*Migrant Students**

Complete the Migrant Student section of the "Teacher Use Only" Box, as appropriate, regardless of whether or not a student label is used.

In the section labeled "Migrant Student," fill in the circle for any student meeting the following guidelines: Children of migratory agricultural workers or migratory fishers, including children who are workers themselves and the spouses of such workers, who have been identified by the Migrant Education Program (MEP) as migrant children.

For questions related to migrant student information, please have the District Test Coordinator contact Stan Young at 501-324-9660.

### **Gifted and Talented Students**

A student's status as Gifted and Talented does not need to be coded if a student label is used. If a student label is not used, complete the Gifted and Talented section of the "Teacher Use Only" Box as appropriate.

### **\*Highly Mobile Students**

Complete the Highly Mobile section of the "Teacher Use Only" Box, as appropriate, regardless of whether or not a student label is used. In the section labeled "Highly Mobile," fill in the circle for any student enrolled in the school or moving between schools after October 1, 2010.

### **Limited English Proficient (LEP) Students**

A student's status as Limited English Proficient does not need to be coded if a student label is used. If a student label is not being used and the student is designated as Limited English Proficient, complete the Limited English Proficient (LEP) section of the "Teacher Use Only" Box as appropriate. If an LEP student is also participating in a special education program, fill in the appropriate circle (1–12) in the ESI Codes section and the LEP circle.

\* An asterisk indicates that the section **must** be coded whether or not a student label is used.

## PROCEDURES FOLLOWING TEST ADMINISTRATION

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### **\*LEP student less than one year in the U.S.**

If a student is Limited English Proficient and has been in a school in the U.S. less than one year, fill in the circle, regardless of whether or not a student label is used.

### **\*LEP Accommodations**

Complete the LEP Accommodations section of the “Teacher Use Only” Box, as appropriate, regardless of whether or not a student label is used. Fill in **only one** circle. If more than one accommodation is allowed, fill in the circle for the **primary** accommodation.

**Important:** Special education accommodations take precedence over LEP accommodations for students who are both Limited English Proficient and participate in special education programs. If a student with disabilities is also Limited English Proficient, mark **only** the Special Education Accommodations section. The only circumstance in which both the Special Education Accommodations section and LEP Accommodations section may be marked is if the student received the LEP accommodation of using a word-to-word dictionary.

- |   |                   |  |
|---|-------------------|--|
| 1 | LEP - ET          | extended time  |
| 2 | LEP - WTWD        | word-to-word dictionary  |
| 3 | LEP - IS          | individualized schedule  |
| 4 | LEP - PREF        | preferential seating (study carrel)  |
| 5 | LEP - SMGT        | small group testing  |
| 6 | LEP - INT         | individual testing   |
| 7 | LEP - RMT/RWT/RST | reading of the math/writing/science test in English<br><b>Important:</b> <i>No portion of the reading test may be read to any student!</i> |
| 8 | LEP - NB          | noise buffer   |

**Important:** Accommodation 7 requires that the Test Administrator complete the Affidavit Waiver Form.

**Note:** Extended time means that the whole school day may be used for the portion of the test that is scheduled for that day. When extended time is allowed, students who are at different points in the test schedule must be isolated from students on the regular schedule for testing, during breaks, and during lunch.

\* An asterisk indicates that the section **must** be coded whether or not a student label is used.

## PROCEDURES FOLLOWING TEST ADMINISTRATION

### \*Student NOT Tested

An answer document, consumable test booklet, or Student Not Tested Form **must** be submitted for any student who was scheduled to test or received a label but **took NO portion of the test**. All student labels sent to schools must be used on answer documents, consumable test booklets, or Student Not Tested Forms. If it is known in advance of testing that a student who received a label will not be testing, please use the Student Not Tested Form to record the reason not tested. If a student does not test and his or her label has been placed on an answer document or consumable test booklet, or if the student did not receive a student label, follow the instructions below.

Fill in the circle for the appropriate reason code (mark **ONLY** one) on page 2 of the student answer document or on the inside back cover of the consumable test booklet. If the reason the student did not test is not listed, or if the student refused to take all portions of the test, the District Test Coordinator must contact the ADE at 501-682-4558 for further instructions.

All of the information (as appropriate for the student) requested on the front of the student answer document or the back of the consumable test booklet must be completed.

A sample of the “Teacher Use Only” Box appears below. (Note: Overall appearance will vary, depending on the examination being administered.)

<b>TEACHER USE ONLY</b>	
<b>9</b>	<b>*Student NOT Tested</b>  Complete ALL of the information (as appropriate for the student) requested on page 1 of this answer document for any student who was scheduled to take the <i>Spring Algebra I End-of-Course Examination</i> but <b>took NO portion of the test</b> . Instructions for completing page 1 are provided in the Test Administration Manual. Fill in the circle for the reason (mark <b>ONLY</b> one) the student took NO portion of the test. <ul style="list-style-type: none"> <li>① Absent on ALL days of the test administration, including the make-up test administration</li> <li>② Expelled/suspended</li> <li>③ Extended hospitalization</li> <li>④ Residential treatment</li> <li>⑤ Homebound</li> <li>⑥ Incarcerated</li> <li>⑦ Juvenile detention</li> <li>⑧ Transferred to a different school/district in Arkansas</li> <li>⑨ Moved to a different state/out of country</li> <li>⑩ Transferred to a home school/private school</li> <li>⑪ Completed an alternate portfolio assessment</li> <li>⑫ Special Education services for home school/private school</li> <li>⑬ Student was incorrectly identified as taking an Algebra I course</li> <li>⑭ Withdrew from school or course</li> <li>⑮ Student has already taken the <i>Algebra I End-of-Course Examination</i></li> <li>⑯ SRT</li> <li>⑰ Student is eligible for an Algebra I retest opportunity but is not ready to test</li> </ul>

**Important:** Fill in SRT (Student REFUSED to Test) in the Student NOT Tested section for any student who refused to take **all** portions of the test. The Test Administrator must notify the School Test Coordinator of any student refusing to take **all** portions of the test. (The School Test Coordinator will then contact the District Test Coordinator who will then notify the ADE.)

See page 11 for information regarding erasures on the answer document or consumable test booklet.

\*An asterisk indicates that the section **must** be coded whether or not a student label is used.



## PROCEDURES FOLLOWING TEST ADMINISTRATION

### RETURNING TEST MATERIALS TO THE SCHOOL TEST COORDINATOR

#### Separate and Label Materials

All test materials, both used and unused, must be returned promptly to the School Test Coordinator after testing is completed. Prepare the materials as follows:

#### A. Answer Documents and Consumable Test Booklets

1. Separate **used** documents from **unused** documents. Paper bands may be used to group and label the documents. Secure paper bands with tape; do not tape the paper band to the answer documents or consumable test booklets.
2. Label the stack of **used** answer documents or consumable test booklets with the word “USED,” the number of **used** documents, and the school name.
3. Label the stack of **unused** answer documents or consumable test booklets with the word “UNUSED,” the number of **unused** documents, and the school name.

#### B. Test Booklets (excluding grades K–2)

1. Organize all test booklets (used and unused together) in security ID number order with the lowest number on top and the highest number on the bottom.
2. Verify that there are no answer documents inside of test booklets.
3. Label the stack of test booklets with the school name, the number of test booklets, and the range of security ID numbers of the booklets in the stack. Paper bands may be used to group and label the test booklets. Secure paper bands with tape; do not tape the paper band to the test booklets.

#### C. Test Administration Manual(s) (except for the secure manuals at grades K–2)—Paper bands may be used to group the Test Administration Manuals.

#### D. Test Administration Manuals (grades K–2 **only**)

1. Organize all secure manuals, by grade, in security ID number order with the lowest number on top and the highest number on the bottom.
2. Label the stack(s) of secure manuals with the school name, the number of manuals, and the range of security ID numbers in the stack. Paper bands may be used to group and label the secure manuals.

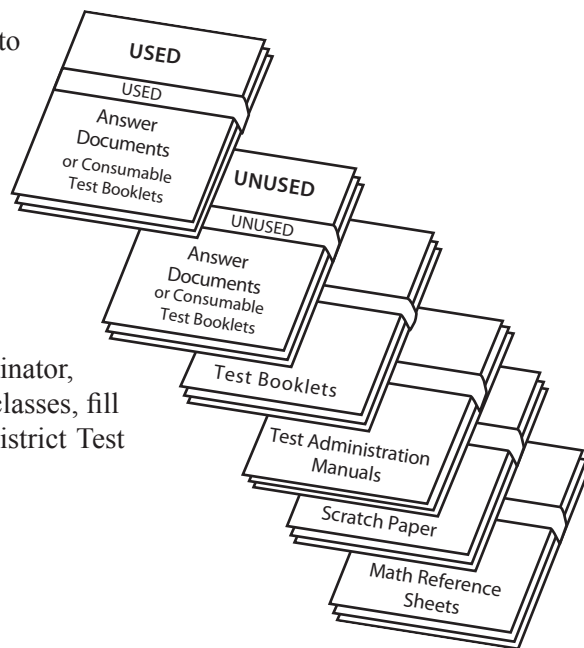
#### E. Scratch Paper (grades 1–2 **only**)—Paper bands may be used to group the scratch paper.

#### F. Mathematics Reference Sheets (grades 3–8 **only**)—Paper bands may be used to group the Mathematics Reference Sheets.

#### Organize Test Materials

Stack materials in the order shown:

After Test Administrators return materials to the School Test Coordinator, the School Test Coordinator will organize all materials from all classes, fill out the appropriate header sheets, and return materials to the District Test Coordinator.



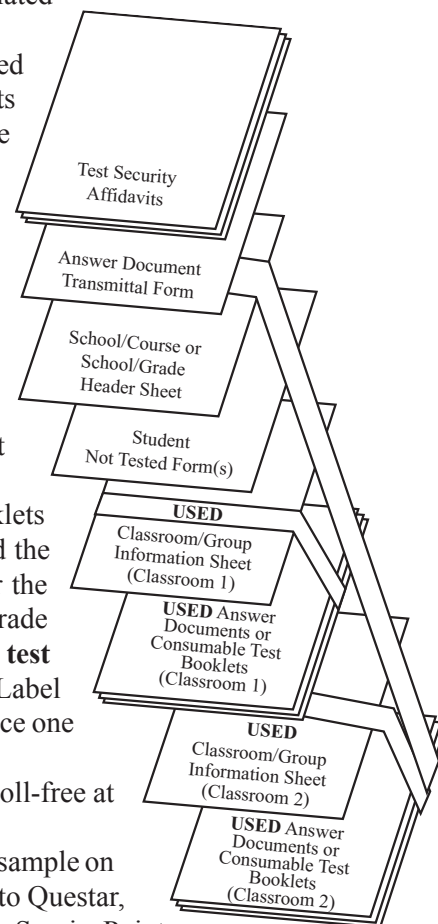


## PROCEDURES FOLLOWING TEST ADMINISTRATION

### INSTRUCTIONS FOR THE RETURN OF SCOREABLE MATERIALS

Materials for each school must be organized **SEPARATELY** for **EACH** grade or course. Make sure that used answer documents and consumable test booklets (including those for students not tested) have been separated from all nonscoreable test booklets and unused answer documents. Do NOT return unused answer documents. All unused answer documents (without student work or without a “Student NOT Tested” reason code filled in) that are returned to Questar with student demographic information filled out or with a student label applied will be scored. For the Spring End-of-Course Examinations, make sure the used answer documents for each subject are returned in a separate shipment. Answer documents with a “Student NOT Tested” reason code bubbled are considered used and should be included in the counts on the Classroom/Group Information sheet, School/Grade or School/Course Header Sheet, and on the Answer Document Transmittal Form.

1. All schools must complete at least one (1) Classroom/Group Information Sheet for each grade or course tested. Classroom/Group Information Sheets must be placed on TOP of each intact stack/class of used answer documents or consumable test booklets for the appropriate classroom. The Classroom/Group Information Sheet will be used to determine reporting at the classroom/group level.
2. Schools must also complete one (1) of the preprinted School/Grade or School/Course Header Sheets for each grade or course tested and place it on TOP of all corresponding Student Not Tested Forms, used answer documents or used consumable test booklets, and associated Classroom/Group Information Sheets for a school by grade or course.
3. Schools should place a paper band around the set(s) of Student Not Tested Forms and/or used answer documents or used consumable test booklets (including those for students not tested) and provide these bundles to the District Test Coordinator by grade or course.
4. Complete the Answer Document Transmittal Form for each grade or course and place on TOP of the appropriate grade or course bundles (the Answer Document Transmittal Form for grade 3 will be placed on top of the documents for grade 3, the Answer Document Transmittal Form for grade 4 will be placed on top of the documents for grade 4, etc.) Note that scoreable consumable test booklets are to be accounted for using the Answer Document Transmittal Form for the appropriate grade.
5. Complete all of the affidavits and place on TOP of **all** the answer document or consumable test booklet materials for the school in Box “1 of X.”
6. Place all bundles of used answer documents or consumable test booklets and Student Not Tested Forms, along with the corresponding headers and the Answer Document Transmittal Form, into boxes for return shipping. For the Augmented Benchmark and The Iowa Tests, arrange these bundles in grade order with the lowest grade on top. **Do NOT include nonscoreable test booklets in this shipment.** Place a Scoreable Questar Return Shipping Label on each box. In the lower left corner of each label, write “Box X of X.” Place one UPS shipping label on each box.
7. If the district does not have a regularly scheduled UPS pick-up, call UPS toll-free at 877-536-2697 (see schedule on pages 5–6 for return dates).
8. Complete and fax the “Scoreable Materials Return Verification Form” (see sample on page 64 of this handbook) included in the Scoreable Materials Return Kit to Questar, or complete the scoreable materials return verification information on ServicePoint (instructions will be included in the manuals for District and School Test Coordinators).



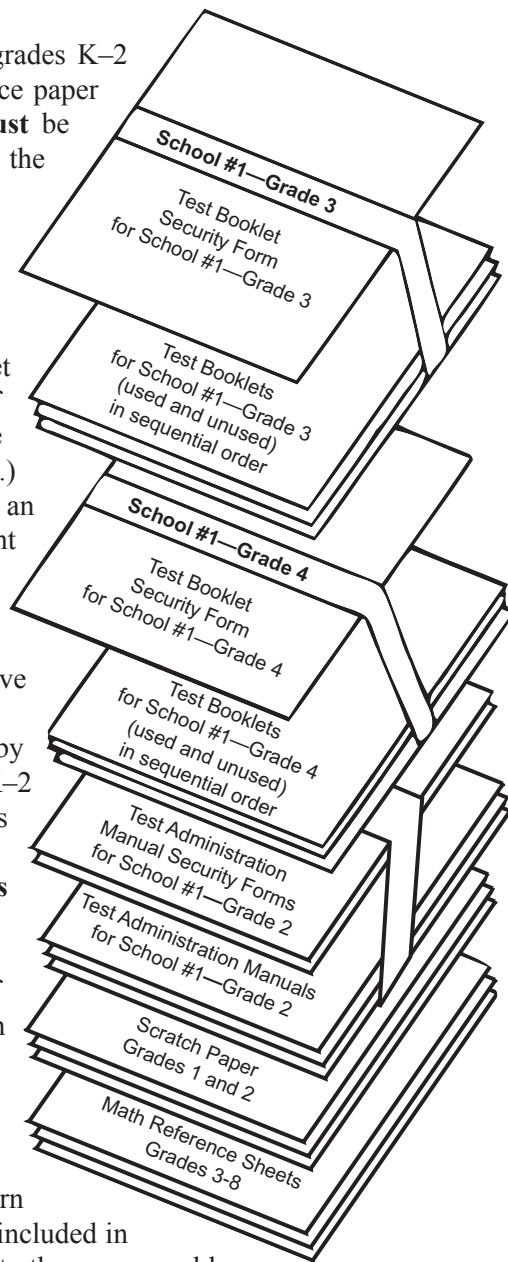
**Note: All responses in Large Print and Braille test booklets must be transcribed into student answer documents or consumable test booklets for inclusion in this shipment.**

## PROCEDURES FOLLOWING TEST ADMINISTRATION

### INSTRUCTIONS FOR THE RETURN OF NONSCOREABLE MATERIALS

**Materials for each school must be organized SEPARATELY for EACH grade or course. For the Spring End-of-Course Examinations, make sure the test booklets for each subject are packaged and returned in separate shipments.**

1. Sequentially order secure Test Administration Manuals for grades K–2 and test booklets for each school by grade or course and place paper bands around them. All test booklets, used and unused, **must** be returned. (Used consumable test booklets are returned with the scoreable materials.)
2. Verify that the Test Booklet and Test Administration Manual Security Forms have been completed and signed. Place the security forms on top of each stack of corresponding test booklets or Test Administration Manuals for grades K–2, as applicable, by each grade or course (the Test Booklet Security Form for grade 3 will be placed on top of the stacks of grade 3 test booklets, the Test Booklet Security Form for grade 4 will be placed on top of the stacks of grade 4 test booklets, etc.)
3. Verify that no answer documents are inside test booklets. If an answer document is found after the scoreable materials shipment has been returned, notify Questar immediately at 800-643-8547.
4. Verify that all scratch paper for grades 1–2 has been returned.
5. Verify that all Mathematics Reference Sheets for grades 3–8 have been returned.
6. Place bundles of test booklets and security forms, arranged by each grade or course, Test Administration Manuals for grades K–2 and security forms arranged by grade, scratch paper for grades 1–2, and Mathematics Reference Sheets for grades 3–8 in boxes for return shipping. **Do NOT include any answer documents or used consumable test booklets in this shipment.**
7. Place a Nonscoreable Questar Return Shipping Label on each box. In the lower left corner of each label, write “Box X of X.” Place one shipping label on each box. Seal the boxes with heavy-duty tape.
8. If the district does not have a regularly scheduled UPS pick-up, call UPS toll-free at 877-536-2697 (see schedule on pages 5–6 for return dates).
9. Complete and fax the “Nonscoreable Materials Return Verification Form” (see sample on page 65 of this handbook) included in the Nonscoreable Materials Return Kit to Questar, or complete the nonscoreable materials return verification information on ServicePoint (instructions will be included in the manuals for District and School Test Coordinators).



It is the District Test Coordinator’s responsibility to verify that all secure nonscoreable materials (used and unused), including Large Print or Braille test booklets, for all grades or courses have been returned from the schools. Large Print and Braille test booklets should be placed in Box 1, on top of all other test booklets. It is acceptable to fold Large Print test booklets so that they fit into the return boxes.

## ACTAAP AND THE IOWA TESTS® CONTACTS

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For questions related to policy consideration, contact:

Dr. Gayle Potter, Director  
Curriculum and Assessment  
Arkansas Department of Education  
Four Capitol Mall, Room 106A  
Little Rock, AR 72201-1071  
Telephone: 501-682-4558  
Fax: 501-682-4886  
[Gayle.Potter@arkansas.gov](mailto:Gayle.Potter@arkansas.gov)

For questions related to the ACTAAP materials, contact:


Kelly Larson or Hiedi McMann, Arkansas Customer Service  
Questar Assessment, Inc.  
5550 Upper 147th Street West  
Apple Valley, MN 55124  
Telephone: 800-643-8547  
Fax: 866-688-0419  
[ARCustomerSupport@QuestarAI.com](mailto:ARCustomerSupport@QuestarAI.com)

SAMPLE DISTRICT PACKING LIST

The Iowa Tests  
April 2011  
District Packing List  
Shipment 1

District LEA #:  
99-99  
District:  
Arkansas School District

Ship to District:  
99-99  
ATTN: Mrs. Smith  
100 Main St.  
Arkansas, AR 72201  
(501) 123-4567




Questar Order # 314784    AR1102 ARNRT  
Order Date:    March 14, 2011  
Pack Date:    March 14, 2011

Ord'd	Shipped	BO'd	Material Name	Packing Information	Received	Returned
1	1	0	Cover Memo	Box 1: 1 Each		
100	100	0	Paper Bands	Box 1: 10 Pkgs/10		
1	1	0	Parent Notification Pamphlets	Box 1: 1 Pkg/25		
1	1	0	Brochures for Educators	Box 1: 1 Pkg/25		
1	1	0	Scoreable Materials Return Kit (Gr K-2 and 9)	Box 1: 1 Each		
1	1	0	Nonscoreable Materials Return Kit (Gr K-2 and 9)	Box 1: 1 Each		
1	1	0	Demographic Verification Roster	Box 1: 1 Set		
1	1	0	School /Grade Header Sheet	Box 1: 1 Each		
1	1	0	Classroom/Group Information Sheet	Box 1: 1 Each		
1	1	0	Test Security Affidavits	Box 1: 1 Set		
1	1	0	Secure Materials Shipment    Packing List(s)(shipment 2)	Box 1: 1 Set		
1	1	0	Test Administration Manual - Grade 9	Box 1: 1 Each		

Please use this packing list to verify quantities of materials shipped to you. If you find materials missing or damaged, notify Questar Assessment immediately at 1-800-643-8547	Total Boxes
	1

# SAMPLE SHIPMENT SUMMARY LIST

<b>Arkansas Augmented Benchmark Examinations</b> April 2011 <b>Shipment Summary List</b>	 Order #: 296545 April 11
Packaged for: <b>99-99-993 Arkansas Middle School</b>	Total Boxes This Shipment: 2


## **Box 1 of 2 (Box ID: B80023738)**

Qty	Material Name	Packing Information	Security Number(s)
125	Rulers	5 Pkgs/25	
100	Protractors	4 Pkgs/25	
50	Mathematics Manipulatives (with envelope)	2 Pkgs/25	
125	Parent Notification Pamphlets	5 Pkgs/25	
25	Brochures for Educators	1 Pkg/25	
1	Student Labels	1 Set	
1	Preliminary Demographic Verification Roster	1 Set	
1	Secure Materials Packing List(s)—Shipment 2	1 Set	
3	School/Grade Header Sheet	3 Each	
7	Classroom/Group Information Sheet	7 Each	
1	Student Not Tested Form	1 Each	
1	District and School Test Coordinators' Manual	1 Each	
5	Test Administration Manual - Grades 3, 4, 6, and 8	5 Each	
4	Test Administration Manual - Grades 5 and 7	4 Each	

## **Box 2 of 2 (Box ID: B80024153)**

Qty	Material Name	Packing Information	Security Number(s)
45	Gr 6 Answer Document	3 Pkgs/15	
60	Gr 7 Answer Document	4 Pkgs/15	
45	Gr 8 Answer Document	3 Pkgs/15	

# SAMPLE BOX CONTENT LIST

<p><b>The Iowa Tests</b></p> <p>April 2011</p> <p><b>Box Content List</b></p>	 <p>Order #: 314784</p> <p>April 10</p>
<p>Packaged for: <b>99-99-991 Arkansas Primary School</b></p>	

**Box ID: B80023738**

Qty	Material Name	Packing Information	Security Number(s)
1	Test Administration Security Forms	1 Set	
1	Test Booklet Security Forms	1 Set	
10	Test Administration Manuals - Grade K	2 Pkgs/5	13000000-13000010
5	Test Administration Manuals - Grade 1	1 Pkg/5	10000000-10000005
5	Test Administration Manuals - Grade 2	1 Pkg/5	20000000-20000005
180	Gr K Test Booklets	12 Pkgs/15	12000000-12000180
105	Gr 1 Test Booklets	7 Pkgs/15	11000000-11000105
105	Gr 2 Test Booklets	7 Pkgs/15	21000000-21000105

# SAMPLE SECURE MATERIALS REPORT

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## Arkansas Augmented Benchmark Examinations

April 2011  
**Secure Materials Report**

**Arkansas School District (99-99)**

Arkansas Elementary School (99-99-992)

Qty	Material Name	Security Number(s)
Order No: 314784		
60	Gr 3 Test Booklets	31000000-31000060
60	Gr 4 Test Booklets	41000000-41000060
90	Gr 5 Test Booklets	51000000-51000090

Arkansas Middle School (99-99-993)

Qty	Material Name	Security Number(s)
Order No: 314785		
45	Gr 6 Test Booklets	61000000-61000045
60	Gr 7 Test Booklets	71000000-71000060
45	Gr 8 Test Booklets	81000000-81000045

## SAMPLE AFFIDAVIT 1—DISTRICT LEVEL TEST SECURITY FORM

### ACTAAP

Arkansas Comprehensive Testing, Assessment, and Accountability Program

This affidavit must be completed and signed by both the District Superintendent and the District Test Coordinator. The affidavit must be returned with the **used** answer documents for the *Spring Geometry* and *Biology End-of-Course Examinations* according to the instructions in the District and School Test Coordinators' Manual.

LEA #: -

District Name: \_\_\_\_\_

Course (check **either** or **both** as applicable): ☐ Geometry ☐ Biology

### Spring End-of-Course Examinations for Geometry and Biology AFFIDAVIT 1 District Level Test Security Form

I certify that I have informed all District and Building (School) Test Coordinators, and all persons who administer or help administer the Spring End-of-Course Examinations of the secure nature of these tests. These individuals have also been informed that unless there is an approved accommodation, they are not allowed to read test items or students' responses to test items.

I certify that all Building/School Test Coordinators, Building Principals, Test Administrators, and all persons who administer or help administer the *Spring Geometry* and/or *Biology End-of-Course Examinations* have signed Affidavit 2 or Affidavit 3 as appropriate and that all affidavits have been returned to Questar.

I certify that to my knowledge, no one in this district has read, copied, reproduced, or released in any way the secure Spring End-of-Course Examinations items or students' responses to test items. As directed in the District and School Test Coordinators' Manual for the ACTAAP Spring End-of-Course Examinations, all **used and unused** test booklets and all **used** answer documents for Geometry and/or Biology have been packaged and returned to Questar.

I have read the statements above and understand that I am certifying that they are true. I understand that violating any of the Arkansas Department of Education's test security procedures could result in revocation of my license.

District Superintendent's Name: \_\_\_\_\_  
(PRINT OR TYPE)

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

District Test Coordinator's Name: \_\_\_\_\_  
(PRINT OR TYPE)

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Spring 2011



## SAMPLE AFFIDAVIT 2—SCHOOL LEVEL TEST SECURITY FORM

### ACTAAP

Arkansas Comprehensive Testing, Assessment, and Accountability Program

This affidavit must be completed and signed by both the Building Principal and the School Test Coordinator. This affidavit is to be returned to the District Test Coordinator at the completion of testing. The affidavit must be returned with the Grade 11 Literacy **used** answer documents according to the instructions in the Test Administration Manual.

LEA #: --

District Name: \_\_\_\_\_

School Name: \_\_\_\_\_

### Grade 11 Literacy Examination AFFIDAVIT 2 School Level Test Security Form

I certify that, to my knowledge, no one in this school building has read, copied, reproduced, or released in any way the secure *Grade 11 Literacy Examination* test items, writing prompts, or students' responses to test items or writing prompts. As directed in the Test Administration Manual for the ACTAAP *Grade 11 Literacy Examination*, all **used and unused** test booklets and all **used and unused** answer documents have been packaged and returned to the District Test Coordinator.

I certify that all Test Administrators and all persons who administer or help administer the *Grade 11 Literacy Examination* have signed Affidavit 3 as appropriate and that all affidavits have been returned to Questar.

I have read the statements above and understand that I am certifying that they are true. I understand that violating any of the Arkansas Department of Education's test security procedures could result in revocation of my license.

School Test Coordinator's Name: \_\_\_\_\_  
(PRINT OR TYPE)

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Building Principal's Name: \_\_\_\_\_  
(PRINT OR TYPE)

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

# SAMPLE AFFIDAVIT 3—TEST ADMINISTRATOR SECURITY FORM

## ACTAAP

Arkansas Comprehensive Testing, Assessment, and Accountability Program

This affidavit must be signed by all Test Administrators (persons who give or help give the test) and returned to the School Test Coordinator. The affidavit must be returned to the District Test Coordinator upon completion of testing. For EACH grade tested in the district, one (1) copy of this affidavit must be returned with the **scoreable** materials for the Augmented Benchmark Examinations at grades 3–8 and one (1) copy must also be returned with the **scoreable** materials for The Iowa Tests at grades K–2 and 9 according to the instructions in the District and School Test Coordinators' Manual.

LEA #: --

District Name: \_\_\_\_\_

School Name: \_\_\_\_\_

Grade (check **ALL** that apply): ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9

### Augmented Benchmark Examinations and The Iowa Tests

### AFFIDAVIT 3

### Test Administrator Security Form

I certify that I have not read, copied, reproduced, or released in any way the secure items or students' responses to test items from the Augmented Benchmark Examinations or The Iowa Tests. I have not conducted any inappropriate test preparation activities with students that would invalidate the test results or give them an unfair advantage over others. As directed in the ACTAAP District and School Test Coordinators' Manual, all **used and unused** test booklets, all **used and unused** Test Administration Manuals for grades K–2, all **used** answer documents and consumable test booklets, all completed Student Not Tested Forms, all scratch paper used at grades 1 and 2, and all Mathematics Reference Sheets for grades 3–8 have been packaged and returned to Questar.

I have read the statements above and understand that I am certifying that they are true. I understand that violating any of the Arkansas Department of Education's test security procedures could result in revocation of my license.

Test Administrator's Name: \_\_\_\_\_  
(PRINT OR TYPE)

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_  
.....

Test Administrator's Name: \_\_\_\_\_  
(PRINT OR TYPE)

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_  
.....

Test Administrator's Name: \_\_\_\_\_  
(PRINT OR TYPE)

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_  
.....

Test Administrator's Name: \_\_\_\_\_  
(PRINT OR TYPE)

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_  
.....

Test Administrator's Name: \_\_\_\_\_  
(PRINT OR TYPE)

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

April 2011

# SAMPLE AFFIDAVIT WAIVER FORM FOR PROVIDING AN APPROVED ACCOMMODATION

## ACTAAP

Arkansas Comprehensive Testing, Assessment, and Accountability Program

### Augmented Benchmark Examinations, and The Iowa Tests Affidavit Waiver Form

for  
Providing an Approved Accommodation  
April 2011

I provided an approved testing accommodation for:

\_\_\_\_\_  
Student's Name                      Answer Document or  
Consumable Test Booklet Number\*

by \_\_\_\_\_ Session(s) \_\_\_\_\_  
reading/transcribing

of the grade (circle one)    K        1        2        3        4        5        6        7        8        9

(Please check the appropriate box. For grades 3–8, enter the test booklet form.)

☐ Augmented Benchmark Examinations, test booklet form \_\_\_\_\_ (enter the letter from the upper left corner of the test booklet)

☐ The Iowa Tests

**I agree not to copy, use in my classroom, or discuss any of the test questions I have read.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Currently Licensed Arkansas Teacher Providing Accommodation

\_\_\_\_\_  
District Name and School Name

\* For grades 3–9, the Answer Document Number is found on the front cover in the lower right corner inside the shaded bar.

For grades K–2, the Consumable Test Booklet number is found on the BACK cover in the lower right corner inside the shaded bar.  
Do **NOT** use the security number found under the security barcode on the front cover of the test booklet.

**Keep one (1) copy for file and staple one (1) copy to  
Affidavit 3—Test Administrator Security Form**

## Spring 2011

# Test Booklet Security Form (School) - Algebra I


District LEA #: 99-99	School LEA #: 99-99-999
District Name: Arkansas School District	School Name: Arkansas High School
Range Assigned to the entire school: 11486851-11486870	
Spring Algebra I EOC Test Booklet	

Make as many copies of this form as needed to sign secure test booklets out to and in from Test Administrators. Enter the ID range assigned to each Test Administrator in the first two columns. Each Test Administrator must initial in the "Out" column under "Test Booklet Receipt and Return" when the booklets are distributed and the School Test Coordinator must initial the "In" column when they are returned and counted each day after testing.

The Algebra I test booklets, as well as the answer documents, must be kept in a secure storage area. Secure materials and all Test Booklet Security Forms **MUST** be returned to the District Test Coordinator. If these materials are not returned, a letter of explanation **MUST** be attached to this form.

[illegible]

# SAMPLE SECURE MATERIAL TRANSFER FORM

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: left;">  <p><b>ACTAAP</b> Arkansas Comprehensive Testing, Assessment, and Accountability Program</p> </div> <div style="text-align: right;"> <h2 style="margin: 0;">SECURE MATERIAL TRANSFER FORM</h2> </div> </div>	
<p><b>Examination:</b></p> <div style="border: 1px solid black; height: 40px; margin-bottom: 10px;"></div> <p><b>District LEA #:</b></p> <div style="border: 1px solid black; height: 40px; margin-bottom: 10px;"></div> <p><b>Name of District Transferring:</b></p> <div style="border: 1px solid black; height: 40px; margin-bottom: 10px;"></div> <p><b>No. of Documents Transferred:</b></p> <div style="border: 1px solid black; height: 40px; margin-bottom: 10px;"></div> <p><b>Security ID Number(s) Transferred:</b></p> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 2px;"></div> <p><b>Signature of Sender:</b></p> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 2px;"></div> <p><b>Date:</b></p> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 2px;"></div>	<p><b>Examination:</b></p> <div style="border: 1px solid black; height: 40px; margin-bottom: 10px;"></div> <p><b>District LEA #:</b></p> <div style="border: 1px solid black; height: 40px; margin-bottom: 10px;"></div> <p><b>Name of District Receiving:</b></p> <div style="border: 1px solid black; height: 40px; margin-bottom: 10px;"></div> <p><b>No. of Documents Received:</b></p> <div style="border: 1px solid black; height: 40px; margin-bottom: 10px;"></div> <p><b>Security ID Number(s) Received:</b></p> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 2px;"></div> <p><b>Signature of Receiver:</b></p> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 2px;"></div> <p><b>Date:</b></p> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 2px;"></div>

**Instructions:** Each district shall retain a copy of this form. A copy shall be faxed to the ADE at (501) 682-4886 and to Questar at (866) 688-0419, ATTN: Kelly Larson. This form must be completed and signed by both districts before it is faxed. Both districts must staple a copy of this Secure Material Transfer Form to the appropriate school's Test Booklet SecurityForm(s) **AND** must note the transfer on Affidavit 1—District Level Security Form.

# SAMPLE PRELIMINARY DEMOGRAPHIC VERIFICATION ROSTER

The following provides a key to the information that is printed on the Preliminary Demographic Verification Roster. Using the Preliminary Demographic Verification Roster, verify that the information for each student is correct. If any of the information for a student is not correct, the student label must still be used. However, you will need to correct the information in APSCN/TRIAND by the date listed on pages 5–6 of this handbook. The updated information will then be provided to Questar on the first day of testing. Student records will be updated prior to reporting.

Arkansas Spring End-of-Course Examinations  
for Algebra I, Geometry, and Biology  
May 2011

Preliminary Demographic Verification Roster

1 — District LEA: 99-99 Arkansas School District
School LEA: 99-99-999 Arkansas High School

Please use this form to verify the demographic information for your students. If any information is **not** correct, the student label must still be used. However, you will need to correct the information in APSCN/TRIAND by the end of the day on Friday, May 6, 2011. The updated information will then be provided to Questar on the first day of testing. Student records will be updated prior to reporting.

3 — Subject: Algebra I

Name (Last, First, Middle Initial)	Grade	Birth Date	State ID Number	SS ID	Gender	Ethnicity*	ESI Codes	MFLEP*	LEP	Free/Reduced Lunch	Gifted/Talented	Student Retest
Daley, Charles P	11	03-19-90	1234567890	987654321	M	3		1	Y	Y	N	1
Fitzgerald, Scott	11	04-09-91	2345678901	876543210	M	7	AU		N	N	N	
Herzog, Brenda K	11	05-31-90	3456789012	765432109	F	5			N	N	N	2
Liverpool, Angela	11	07-15-90	4567891098	654321098	F	2	OHI		Y	Y	Y	
Xueng, Yo	11	09-01-90	5678901234	543210987	M	1		2	N	N	N	1

\*Ethnicity Codes: 1 = Hispanic, 2 = Asian, 3 = Native Hawaiian/Pacific Islander, 4 = American Indian/Alaska Native, 5 = Black, 6 = White, 7 = Two or More  
\*MFLEP (Monitored Former LEP): 1 = Year 1 Monitored Former LEP, 2 = Year 2 Monitored Former LEP

1. District LEA and District Name
2. School LEA and School Name
3. Subject
4. Student Name: Last Name, First Name, Middle Initial
5. Grade
6. Birth Date
7. 10-digit State Reporting Identification Number
8. SS ID—Social Security Number or Federally-Assigned Identification Number
9. Gender: F = Female; M = Male
10. Ethnicity:
 

1 – Hispanic
2 – Asian
3 – Native Hawaiian/Pacific Islander
4 – American Indian/Alaska Native
5 – Black
6 – White
7 – Two or More
11. ESI Codes:
 

AU – autism  
 DB – deaf-blindness  
 HI – hearing impairment  
 MR – mental retardation (both TMR and EMR)  
 MD – multiple disabilities  
 OI – orthopedic impairment  
 Blank – no ESI code reported

OHI – other health impairment  
 ED – emotional disturbance  
 SLD – specific learning disability  
 SI – speech/language impairment  
 TBI – traumatic brain injury  
 VI – visual impairment
12. MFLEP (Monitored Former LEP): 1 = (Year 1) the student is in the first year of monitoring; 2 = (Year 2) the student is in the second year of monitoring; blank field = the student is not identified as a Monitored Former LEP student
13. LEP: Y = Yes, the student is a Limited English Proficient student; N = No, the student is not a Limited English Proficient student
14. Free/Reduced Lunch: Y = Yes, the student receives Free and/or Reduced Lunch; N = No, the student does not receive Free and/or Reduced Lunch
15. Gifted and Talented: Y = Yes, the student is identified as Gifted and Talented; N = No, the student is not identified as Gifted and Talented
16. Student Retest (Algebra I only): blank field = first time tester, 1 = Retest 1, 2 = Retest 2



## CC4 /

May 2011

## Classroom/Group Name:

## First Name

[illegible]

If student barcode labels are being used, position label **WITHIN** the dotted lines.

• Use only soft black pencil (No. 2).  
• Do NOT use ink pen or felt-tip marker.  
• Make heavy, dark marks that completely fill the circle.  
• Erase completely any marks you wish to change.

• Make NO stray marks on this answer document.

**SAMPLE MARKS**

**RIGHT** ○ ● ○ ○ ○

**WRONG** ✓ ✗ ◐ ◑ ◒

RIGHT ☐ ☒ ☐ ☐

WRONG ☒ ☐ ☐ ☐

[illegible]

(A) A	(K) K
(B) B	(L) L
(C) C	(M) M
(D) D	(N) N
(E) E	(O) O
(F) F	(P) P
(G) G	(Q) Q
(H) H	(R) R
(I) I	(S) S
(J) J	(T) T

0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9

- ① Hispanic
- ② Asian
- ③ Native Hawaiian/  
Pacific Islander
- ④ American Indian/  
Alaska Native
- ⑤ Black
- ⑥ White

☐ Female      ☐ Male

Month	Day	Year
<input type="radio"/> Jan		
<input type="radio"/> Feb		
<input type="radio"/> Mar	<input type="radio"/> 0	<input type="radio"/> 19
<input type="radio"/> Apr	<input type="radio"/> 1	<input type="radio"/> 20
<input type="radio"/> May	<input type="radio"/> 2	
<input type="radio"/> Jun	<input type="radio"/> 3	
<input type="radio"/> Jul	<input type="radio"/> 4	
<input type="radio"/> Aug	<input type="radio"/> 5	
<input type="radio"/> Sep	<input type="radio"/> 6	
<input type="radio"/> Oct	<input type="radio"/> 7	
<input type="radio"/> Nov	<input type="radio"/> 8	<input type="radio"/> 8
<input type="radio"/> Dec	<input type="radio"/> 9	<input type="radio"/> 9

<input type="radio"/> 5	<input type="radio"/> 9
<input type="radio"/> 6	<input type="radio"/> 10
<input type="radio"/> 7	<input type="radio"/> 11
<input type="radio"/> 8	<input type="radio"/> 12

☐ FOR ADE  
USE ONLY

\*Course Taken

☐ Algebra

☐ Algebra A & B

☐ Other

Student Retest

☐ Retest 1

☐ Retest 2

Monitored Former LEP

☐ Year 1

☐ Year 2

## Student NOT Tested

Mark the reason in  
Box 9 on page 2.

## ESI Codes

- ① AU      ⑤ MD      ⑨ SLD  
② DB      ⑥ OI      ⑩ SI  
③ HI      ⑦ OHI      ⑪ TBI  
④ MR      ⑧ ED      ⑫ VI

\*Special Education Accommodations

- |               |       |
|---------------|-------|
| ① TRAN        | ⑧ MD  |
| ② REC         | ⑨ NB  |
| ③ SIGN        | ⑩ IS  |
| ④ PREF        | ⑪ ET  |
| ⑤ SMGT        | ⑫ LPT |
| ⑥ INT         | ⑬ BT  |
| ⑦ RMT/RWT/RST | ⑭ AB  |

- ☐ Free and/or Reduced Lunch
- ☐ \*Migrant Student

- ☐ Gifted and Talented

- ☐ Student enrolled in school/district after October 1, 2010

## LEP ONLY

- ☐ Limited English Proficient (LEP)
- 
- ☐ \*LEP student less than one year in the U.S.

\*LEP Accommodations

- ① LEP - ET
- ② LEP - WTWD
- ③ LEP - IS
- ④ LEP - PREF
- ⑤ LEP - SMGT
- ⑥ LEP - INT
- ⑦ LEP - RMT/RWT/RST
- ⑧ LEP - NB

DO NOT WRITE IN THIS AREA

☒ ○

SERIAL #

# SAMPLE STUDENT NOT TESTED FORM



Arkansas Comprehensive Testing,  
Assessment, and Accountability Program

## Spring End-of-Course Examinations for Algebra I, Geometry, and Biology

### COURSE

Return labels for only  
one course on each  
form. Fill in the circle to  
indicate which course  
is returned on this form.

- ☐ Algebra I  
☐ Geometry  
☐ Biology

### SCHOOL INFORMATION

School Name:

District Name:

### INSTRUCTIONS

- Write in your School and District name above.
- Place student labels for students not testing in a dotted label box. This form may be photocopied if more boxes are needed.
- Fill in the appropriate bubble **above** the label to indicate why the student did not test, using the codes below.
- Return this form to Questar along with other testing materials according to the instructions provided in the manuals.

### Student NOT Tested Codes

- Absent on ALL days of the test administration, including the make-up test administration
- Expelled/suspended
- Extended hospitalization
- Residential treatment
- Homebound
- Incarcerated
- Juvenile detention
- Transferred to a different school/district in Arkansas
- Moved to a different state/out of country
- Transferred to a home school/private school
- Completed an alternate portfolio assessment
- Special Education services for home school/private school
- Student was incorrectly identified as taking this course
- Withdrew from school or course
- Student has already taken this End-of-Course Examination
- Reason 16 not applicable on this form. Must be coded on an answer document.
- Student is eligible for an Algebra I retest opportunity but is not ready to test. (17 should not be bubbled if using a Geometry or Biology student label).

## Student Not Tested Form 2011

A Student Not Tested Form should be used when it is known in advance of testing that a student who received a student label will not be taking the examination. Please read the instructions below.

SNT Code: ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬ ⑭ ⑮ ⑯ X ⑰

ALIGN TOP OF LABEL HERE

Position label WITHIN the dotted lines.

SNT Code: ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬ ⑭ ⑮ ⑯ X ⑰

ALIGN TOP OF LABEL HERE

Position label WITHIN the dotted lines.

SNT Code: ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬ ⑭ ⑮ ⑯ X ⑰

ALIGN TOP OF LABEL HERE

Position label WITHIN the dotted lines.

SNT Code: ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬ ⑭ ⑮ ⑯ X ⑰

ALIGN TOP OF LABEL HERE

Position label WITHIN the dotted lines.

DO NOT WRITE BEYOND THIS AREA



QA108702



# SAMPLE SCHOOL/GRADE HEADER SHEET



Arkansas Comprehensive Testing,  
Assessment, and Accountability Program

## Augmented Benchmark Examinations and The Iowa Tests

### 2010–2011 SCHOOL/GRADE HEADER SHEET

A School/Grade Header Sheet MUST be completed for each grade tested in the school and returned with the used, scoreable answer documents or used, consumable test booklets according to the instructions for District and School Test Coordinators provided in the manual. Verify that the preprinted information on this form is correct for your school. If the preprinted information is correct, complete all information in Boxes 3, 4, and 5. If the preprinted information is not correct, please contact your District Test Coordinator for a blank form. If using a blank form, complete all information in Boxes 1, 2, 3, 4, and 5.

1 SCHOOL INFORMATION
<b>School Name:</b>  
<b>District Name:</b>  

3 GRADE
Fill in the circle for the grade level being returned with this School/Grade Header Sheet. Fill in only one grade level per header sheet.  <div style="display: flex; flex-wrap: wrap;"> <div style="margin-right: 20px;"><input type="radio"/> K</div> <div style="margin-right: 20px;"><input type="radio"/> 4</div> <div style="margin-right: 20px;"><input type="radio"/> 8</div> <div style="margin-right: 20px;"><input type="radio"/> 1</div> <div style="margin-right: 20px;"><input type="radio"/> 5</div> <div style="margin-right: 20px;"><input type="radio"/> 9</div> <div style="margin-right: 20px;"><input type="radio"/> 2</div> <div style="margin-right: 20px;"><input type="radio"/> 6</div> <div style="margin-right: 20px;"><input type="radio"/> 3</div> <div style="margin-right: 20px;"><input type="radio"/> 7</div> </div>

2 LEA NUMBER					
County	District	School			

4 NUMBER OF STUDENT NOT TESTED FORMS BEING RETURNED (if no forms are being returned, please enter 0s)	Write in number below			
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; height: 20px;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table>			

5 CLASSROOMS/GROUPS INCLUDED
List the name of each classroom/group returned under this School/Grade Header Sheet (as they appear on the Classroom/Group Information Sheets). If you need additional space, please use the back of this form.
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
<input type="checkbox"/> Please check here if additional classrooms/groups are listed on the back of this form.





# SAMPLE ANSWER DOCUMENT TRANSMITTAL FORM

Arkansas End-of-Course Examinations  
for Algebra I, Geometry, and Biology  
Spring 2011

## District Answer Document Transmittal Form – Algebra I

**District LEA #:** 99-99  
**District Name:** Arkansas School District

This form must be completed and RETURNED to Questar with the USED answer documents and Students Not Tested Forms. The list below indicates the school(s) in your district that received answer documents or Student Not Tested Forms for the Algebra I End-of-Course Examination.

Indicate with checkmarks in the boxes below which schools are returning answer documents or Student Not Tested Forms to Questar.

<u>School LEA #:</u>	<u>School</u>	<u>Qty. Answer Docs Shipped</u>	<u>Check the Box for School(s) Returning Answer Documents or Student Not Tested Forms</u>
66-01-023	Ramsey Junior High School		<input type="checkbox"/>
66-01-024	Northside High School	99	<input type="checkbox"/>
66-01-025	Southside High School	35	<input type="checkbox"/>

**IMPORTANT:** Check the box to the right if your district will be returning answer documents for Algebra I make-up testing

☐

District Test Coordinator's Signature: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_

Date: \_\_\_\_\_

# SAMPLE SCOREABLE MATERIALS RETURN VERIFICATION FORM

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Arkansas Comprehensive Testing, Assessment, and Accountability Program

## Scoreable Materials Return Verification Form

Augmented Benchmark Examinations

April 2011

### To Be Completed by the District Test Coordinator

This form must be completed and faxed to Questar **immediately after** the **SCOREABLE MATERIALS** for grades 3–8 have been picked up. This form will provide a tracking mechanism for you and Questar should the need arise. This form will also help ensure test security and prompt follow-up should your scoreable materials not arrive by the expected date.

**FAX TO ARKANSAS CUSTOMER SERVICE AT 866-688-0419**

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#### AUGMENTED BENCHMARK EXAMINATIONS SCOREABLE MATERIALS

District LEA #: -

District Name: \_\_\_\_\_

District Coordinator Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Number of Boxes Shipped: \_\_\_\_\_

Date Shipped: \_\_\_\_\_

# SAMPLE NONSCOREABLE MATERIALS RETURN VERIFICATION FORM

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Arkansas Comprehensive Testing, Assessment, and Accountability Program

## Nonscoreable Materials Return Verification Form

Grade 11 Literacy Examination

March 2011

### To Be Completed by the District Test Coordinator

Return verification must be provided to Questar **immediately after** the *Grade 11 Literacy Examination* nonscoreable materials have been picked up. Return verification information will provide a tracking mechanism for you and Questar should the need arise, and it will also help ensure test security and prompt follow-up should your test booklets not arrive by the expected date.

You may provide return verification information to Questar by completing and faxing this form or by entering your return information in ServicePoint.

**FAX TO ARKANSAS CUSTOMER SERVICE AT 866-688-0419**

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#### NONSCOREABLE MATERIALS SHIPMENT

District LEA #: -

District Name: \_\_\_\_\_

District Coordinator Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Number of Boxes Shipped: \_\_\_\_\_

Date Shipped: \_\_\_\_\_

\_\_\_\_\_

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.





**Arkansas Comprehensive Testing, Assessment, and Accountability Program**

**DEVELOPED FOR THE ARKANSAS DEPARTMENT OF EDUCATION, LITTLE ROCK, AR 72201**



QA108303